Course Content

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- Unit 1 – Parking General Ledger Documents (JVs)
- Unit 2 – Document Features
- Unit 3 – Document Processing
- Course Summary
- Assessment
Learning Objectives

- At the end of this course you should be able to:
  - Explain the general ledger document parking process
  - Create parked general ledger documents (JVs)
  - Know how to display a parked document
  - Know how to display a posted document
  - View and change an FI document

Prerequisites and Roles

- Prerequisites
  - IRIS/SAP Awareness and Navigation Overview – UK_100
  - Financial Overview – FI_200
- Roles
  - General Users
  - Departmental FI Personnel
### Practice, Practice and More Practice

- Remember, the training sandbox is available 24/7 to practice what you have learned in class in a non-threatening environment
- Logon into the training sandbox using your AD logon
- Use the exercises you receive in class and run through them several times
- Work with others in your department to gain and transfer knowledge about IRIS to each other
- Remember, practice makes perfect!

### G/L Account Numbering Convention

<table>
<thead>
<tr>
<th>Number</th>
<th>Account Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>40xxxx</td>
<td>Tuition / Fees</td>
</tr>
<tr>
<td>41xxxx</td>
<td>Appropriations/ Grants</td>
</tr>
<tr>
<td>420xx</td>
<td>Gifts</td>
</tr>
<tr>
<td>425xx</td>
<td></td>
</tr>
<tr>
<td>43xxxx</td>
<td>Investment Income</td>
</tr>
<tr>
<td>44xxxx</td>
<td>Sales and Services</td>
</tr>
<tr>
<td>46xxxx</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number</th>
<th>Account Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>51xxxx</td>
<td>Salary</td>
</tr>
<tr>
<td>52xxxx</td>
<td>Benefits</td>
</tr>
<tr>
<td>53xxxx</td>
<td>Operating Expense</td>
</tr>
<tr>
<td>54xxxx</td>
<td></td>
</tr>
<tr>
<td>55xxxx</td>
<td>Capital Expense</td>
</tr>
<tr>
<td>56xxxx</td>
<td></td>
</tr>
<tr>
<td>61xxxx</td>
<td>Recharges</td>
</tr>
<tr>
<td>63xxxx</td>
<td></td>
</tr>
<tr>
<td>65xxxx</td>
<td></td>
</tr>
<tr>
<td>74xxxx</td>
<td>Transfer</td>
</tr>
<tr>
<td>75xxxx</td>
<td></td>
</tr>
</tbody>
</table>

http://www.uky.edu/IRIS/FI/glaccts.html
Unit 1

Parking General Ledger Documents (JVs)

Learning Objectives

• At the end of this unit you should be able to:
  • Explain the general ledger document parking process
  • Create parked general ledger (JV) documents
What is a Journal Voucher?

- A JV is a document that allows for the transfer of costs from one account to another.
- A JV often is initiated by the department that is “billing” the other department or by the department initiating a correction or a cost transfer.
- It is a way by which the accounting records can be modified.
- This provides the campus a means by which, after all entries are processed, the accounting should be correct.
- Manual JV’s are done by departments, automated JV’s are done by service centers such as Communications to bill for work they have done.
- A few operations (Payroll and Plant Maintenance) have specialized functions in SAP that build “JV-like” entries that are internal to SAP.

Department Process – Parking a Document

- Enter the transaction in IRIS using transaction code FV50
- Simulate the journal voucher to validate entries
- Save Parked Document as Complete
- Print Completed Parked Document
- Attach any appropriate back-up documentation
- Get approval signatures
- Forward to responsible accounting office
  - General Accounting (GA)
  - Hospital Accounting (Hosp)
  - Sponsored Project Accounting (SPA)
General Ledger Account Documents

Accounting Process – Posting the Document

- The responsible accounting office will:
  - Review parked document
  - Audit transaction
  - Verify the reference field
  - Post the document
  - File the documentation

Journal Voucher Process

Entered and parked by department then posted by accounting.

UK Department

- Journal Voucher
- UK department completes FV50 parks as complete
- JV document, approvals and related docs
- UK department can change parked document with FBV2
- UK department can delete parked document with FBV0
- UK department can verify posted document with FB03

General Accounting, Hosp or SPA

- G/A audits parked documents and approvals
- G/A posts parked documents
- Files journal vouchers

Files journal vouchers
General Ledger Account Documents

Characteristics of a Parked Document

• Parking a transaction:
  • Does not post to the financial system
  • Assigns a document number
  • Visible on the general ledger account
  • Parked complete documents are reflected as an encumbrance in FM

• Two types of Parked JV documents
  • Parked Complete – ready to send to Accounting
    ▪ Located in the Complete Documents folder
    ▪ Save Complete, Saved as Complete, Saved Completed
  • Parked Incomplete – do not send anything to Accounting
    ▪ Located in the Parked Documents folder
    ▪ You do not have either all the information or time to complete
    ▪ “I’ll get back to it later”

Structure of Transaction Code FV50

[Diagram of the structure of Transaction Code FV50]

- **Header area**
- **Tree area**
- **Line item area**

[Diagram showing the breakdown of the FV50 structure with highlighted sections for Header, Tree, and Line item areas]
**Typical Header Fields**

ALL 4 Header fields are required and must be completed before anything else…

- **Document Date**: date of journal entry
- **Posting Date**: defaults to today’s date
- **Reference**: GA, HOSP, or SPA
- **Doc: Header Text**: reason for the entry

**Typical Line Item Entry Fields**

- **G/L Account**
- **D/C – debit or credit**
- **Amount in doc. currency**
- **Cost Center, Internal Order or WBS Element**.
Cost Objects in Line items

- Cost objects post to either a:
  - Cost Center
  - Internal Order (job order...PPD, Communications, Dining Services, etc.)
  - WBS Element (Grant, Capital Project)
- Enter the appropriate cost object at the line item level
- Costs can only be posted to one “real” cost object per line
- Statistical internal orders (user codes) are NOT real cost objects
  - Cost Center and Statistical Order (covered in FI_GU_320)
  - WBS Element and Statistical Order (covered in FI_GU_320)

Screen Variant Z_US_1 for Line Item Entry

- Double click the variant to modify line entry section to show only fields used by UK.

  Line area columns before selecting the Z_US_1 variant

  Line area columns after applying Z_US_1 variant
**General Ledger Account Documents**

### Amount Information Section – FV50
- Checks total debits and total credits as lines are entered
- Traffic light: green = in balance, red = out of balance
- Only important after last line entry when ready to simulate

### Creating a Parked Document (JV)
- Enter all information in FV50
- Click on the Simulate button to simulate a posting
- Verify that the total line is showing
- Click to save the document as completed

*If necessary, click on the Amount column header, then click the Display Sum icon to show total line.*
General Ledger Account Documents

Completing a Parked Document (JV)

When the document is Saved Complete a document number is generated.

To print...re-display document – Simulate - then print the document:
- Print your document using the print icon

Obtain approval signatures
Forward screen copy along with any required documentation to central accounting (General Accounting, Hospital, Sponsored Projects Accounting)

Parked Incomplete Document

To park a document as incomplete - “I’ll get back to it later”

- Click the Save icon on the Standard Toolbar. (no data validation is performed on the incomplete document)
- A document number is generated

When you are ready to Complete the document
- Find the document in the Parked Documents folder in the Tree area
- Double click the document to open
- Complete the document, simulate and Save as Complete
- The remainder of the process is the same
General Ledger Account Documents

Toolbar Icons and Push Buttons

- **Save** – use when you cannot complete the document. Use this to Park the document as Incomplete.
- **Tree On, Tree Off** – toggles access to Tree area and existing parked documents.
- **Company Code** – set to UK00.
- **Simulate** – to validate entries and simulate a posting, view your document and print screen.
- **Save as Completed** – validates data, use when ready to send paperwork to Accounting.
- **Post** – you will not “post” the document. Posting creates a financial transaction.
- **Editing options** – user specific defaults.

Integration to FM and CO

- When parking a document “Save as Complete” both CO and FM are updated (funds are encumbered).
- When parking an “incomplete” document – no updates to CO and FM are made (no other documents are created).
- To view the integration of a “Save as Complete” parked document, go to: **Environment  Accounting Documents**

**Step 1:** go to **Environment  Accounting Documents**
**Step 2:** select the document you wish to drill into.
**Step 3:** in this example, we chose the FM document.
Exercises

Go to
Exercise Guide

- Exercise - Preparing IRIS for Training
- Exercise 1.1 - Enter a Parked G/L Document – FV50

Duplicating Line Item Text

- There are tools within IRIS that save you time and keystrokes
- Use the "+" to copy line item text from one line item to the next
  - input the text in the first line item
  - in the 2nd line item input a "+
  - press enter
Quick Balancing Act

• Use the "***" to balance debits and credits on a line item
  • enter the amounts for all line items except the last line
  • on the last line type an "***" (asterisk) in the amount field
  • press enter

• The "***" only balances to the lines above the line the asterisk is on

Line Item Icons

• Using these icons you can sort, delete or copy line items.
General Ledger Account Documents

Exercises

Go to
Exercise Guide

- Exercise 1.2 – Enter a Multi-line Parked G/L Document
- Exercise 1.3 – Enter a Multi-line Parked G/L Document (Grant)

Unit 2

Document Features
Learning Objectives

• At the end of this unit you should be able to:
  • Enter text(s) in a document
  • Print all text(s) in a document
  • Create your line layout used for printing

Available Text in Documents

• You can enter text in the following areas:
  • header level
  • line item level
  • document level
• Can view text using transaction code FB03 – Display Document
• If document level text exists, the checkbox “Texts exist” will be checked after the document has been posted
Entering and Printing Document Level Text

- To enter document level text, go to the menu bar Extras ⇒ Document texts
- Double click on the text description you want and enter text
- To print document level text use the printer icon
- To exit document level text click the back arrow

Printing Header and Line Item Text

To print header and line item text, print the document in the “display as list” mode.
Change Line Layout

• When printing your JV, the list display on the screen can be changed.
• Example: You would like the line item text field to appear on the line layout
• Select the change layout icon
• Select “text” from the hidden fields window on the right and move it to the left using the single arrow icon
• Then press enter

Save your New Line Layout

• Select the Save Current Display icon to save the layout

Note: Use the Choose Current Display to select a layout to use

• Enter a name and description for your layout
• Select the User-specific checkbox

• If you want to set the new line layout as your default, go to Settings ➔ Layout ➔ Administration
Uploading JVs from an Excel Spreadsheet

- If similar Journal entries need to be entered, say monthly, rather than entering each line item into FV50, you can upload them from Excel
- A pre-defined Excel spreadsheet template is available from accounting
- You must save the spreadsheet file as a text file prior to uploading
- The document and posting dates must be current (typically today’s date)
- Use transaction code ZFI_PARK_FROM_FILE to upload

Exercises

- Exercise 2.1 - Enter Text and Copy Line Items
- Exercise 2.2 – Create a Line Layout in Document Overview
General Ledger Account Documents

Summary

• You are now able to:
  • Enter text(s) in a document
  • Print all text(s) in a document
  • Create your line layout used for printing

Unit 3

Document Processing
Learning Objectives

• At the end of this unit you should be able to:
  • Display and Change a parked document
  • Delete a parked document
  • Activate the Reference field
  • Search for documents using the Reference field
  • Display and Change posted documents
  • Run reports for both G/L account activity (FBL3N) and Cost Center activity (KSB1)

Parked vs. Posted Documents

• A distinction is made between parked and posted documents
  • Display document transactions look different – parked and posted
  • Use different transaction codes to display or change the documents

• Parked documents:
  • Can change many of the fields of a parked document
  • Can delete a parked document
  • When parked complete, will show in the fund center as an encumbrance

• Posted documents
  • Can only change reference and doc header text in the header area
  • Can only change text and assignment fields in the line detail area
  • Cannot delete a posted document (reverse only)
Document Transaction Codes

Use the following transaction codes to maintain a parked and/or posted document:

<table>
<thead>
<tr>
<th>Parked Documents</th>
<th>Posted FI Documents</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>FBV3</td>
<td>FB03</td>
<td>Display a document</td>
</tr>
<tr>
<td>FBV2</td>
<td>FB02</td>
<td>Change a document (line item fields)</td>
</tr>
<tr>
<td>FBV0</td>
<td>N/A (cannot delete)</td>
<td>Delete a parked document</td>
</tr>
<tr>
<td>FBL3N</td>
<td>FBL3N</td>
<td>Display line items by general ledger account(s)</td>
</tr>
</tbody>
</table>

Display a Parked Document – FBV3

- Use FBV3 if you need to display a parked document
- Use Document List button to view a list of documents
- Select the workflow tab to see who created the document
General Ledger Account Documents

Change a Parked Document – FBV2

- Change a parked document – FBV2
  - If you need to make changes to a parked document like adding text to further explain the transaction
  - Do not make changes to the document after you have sent the paperwork out for approval

- Important Note:
  - You can change almost any field in a parked document because it hasn’t been posted as a financial transaction
  - Once a parked document has been posted as a financial transaction, there is little that can be changed (text, assignment, reference, and header)

Delete a Parked Document – FBV0

- Delete a parked document – FBV0
  - You might need to delete a parked document if:
    - it is a duplicate G/L document
    - it’s easier to re-enter a new document then change it

- To delete the document
  - Enter the company code, document number, and fiscal year
  - Go to the menu bar - **Document ⇒ Delete Parked Document**

  - Never delete a document after you have submitted the paperwork
  - You cannot delete a document that has been Posted
**General Ledger Account Documents**

**Posted Document Display – FB03**

- Can display general ledger journal documents
- Enter the document number, the company code and fiscal year
- If the document number is unknown, select the document list push button to bring up additional search capabilities
- After activating, you can search for documents using the Reference field
- For a journal voucher, the reference number is the processing accounting office (GA, HOSP, or SPA)
- For a vendor, the reference number is their invoice number
- For a DAV, the reference prefix is D followed by the DAV number
- For travel reimbursement, the reference prefix is A followed by the department and travel number

**Activate the Reference Field – Editing Options**
General Ledger Account Documents

Posted Document Change – FB02

- Use transaction code FB02 to change “posted” documents
- For posted documents you can only change:
  - Line item text – reason for entry after posting
  - Assignment field – user code after posting
  - Extra text

Only the assignment field and text field can be changed on this screen.

Posted Document Header

Click the Hat icon to see who created the document.

You can only change the Doc. Header Text and Reference text.
**Document Overview**

To display the entire document, select the document **overview** icon (the sun going **over** the **view** of the mountain).

**G/L Account Line Item Display – FBL3N**

- Use to view the line items for general ledger accounts
- Can view line items by status (parked, posted, etc.)
- Use the dynamic selection icon, for additional search criteria and narrow your output list

Select “Type” of line item: normal (posted) and/or parked items
FBL3N – Dynamic Selection Area

Double-click to add to the right side list

Highlighted items are available as additional search criteria

Double-click highlighted criteria to remove from the right side list

G/L Account Line Item Display – FBL3N

Display the “FI” view of the G/L Accounts for the requested cost center

G/L Account Line Item Display

- Double-click to add to the right side list
- Highlighted items are available as additional search criteria
- Double-click highlighted criteria to remove from the right side list

General Ledger Account Documents
Display Actual Cost Line Items for Cost Centers (KSB1)

This display is for the “CO” view given a Cost Center to display the G/L Accounts.

Double-click a line item to see the transactions that make up the total.

Exercises

- Exercise – 3.1 – Display a Parked Document – FBV3
- Exercise – 3.2 – Change a Parked Document – FBV2
- Exercise – 3.3 – Delete Parked Document – FBV0
- Exercise – 3.4 – Change an FI Posted Document – FB02
- Exercise – 3.5 – Display Actual Cost Line Items – KSB1
Summary

- You are now able to:
  - Display and Change a parked document
  - Delete a parked document
  - Activate the Reference field
  - Search for documents using the Reference field
  - Display and Change posted documents
  - Run reports for both G/L account activity (FBL3N) and Cost Center activity (KSB1)

Course Summary

- Create a parked GL document (JV)
- Display a parked/posted document
- Change a parked/posted document
- Delete a parked document
- Upload an Excel file
- Change layout display