

FB50 G/L Document Create



Process: Create a G/L account document using FB50. The G/L account document may be created for balance sheet accounts and revenue and expenditures.

Role: Central Account Office User

Frequency: When Needed

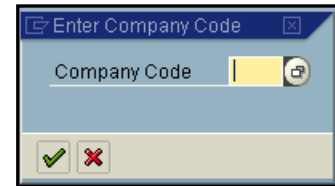
BEGINNING

Enter the Transaction Code

FB50

First time this screen is accessed a pop-up box requesting the company code will be displayed

Enter UK00
Press Enter or click on the green check mark icon



HEADER

Complete/review the following fields in the header

Document date

Enter the date

Posting date

Enter the effective date of posting. It will default to the current day's date.

Reference

Enter the reference of where the document is going to be filed (GA, Hospital, SPA)

Doc. Header text

Enter the description of the transaction

LINE ITEM

G/L acct

Enter the appropriate g/l account

D/C

Enter whether this line is credit or debit

Amount in doc. curr.

Enter the amount

Cost center

Enter the appropriate cost center

Assignment No. (optional)

Replace current user code

Text (optional)

Enter the description of the item

Validate the data entry

Press Enter or click on the Enter icon



Review/complete the above fields on the next line if appropriate.

St...	G/L acct	Short text	D/C	Amount in doc.curr.	Assignment no.	Text	Bu...	Cost center	C
✓	540334	Office Suppl...	Debit	45.50			0101	1011655730	
✓	540334	Office Suppl...	Debit	64.00			0101	1011655730	
✓	540334	Office Suppl...	Debit	34.50			0101	1011655730	
✓	540341	Training Su...	Cred...	144.00			0101	1011655730	

Green checkmarks appear in the Status column for each line item. This checkmark means that the data entered on that line is valid and accepted by the system. It does not mean that the data is accurate, e.g., correct cost center or amount.

The following tools to help you are on the myHelp website.

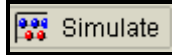
Course Material • Transaction Procedures • Transaction Simulations • Online Feedback Form

<http://myhelp.uky.edu/>

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Click on the Simulate button



to view the entered values before posting.


Doc.type : SA (G/L account document) Normal document					
Doc. Number		Company code	UK00	Fiscal year	2006
Doc. date	07/24/2005	Posting date	07/24/2005	Period	01
Calculate Tax	<input type="checkbox"/>				
Ref.doc.	CORRECT COST CTR				
Doc.currency	USD				
Doc.head.text	Correct Cost Center				

Item	PK	Account	Account short text	Assignment	Tx	Amount
1	40	540334	Office Supplies			45.50
2	40	540334	Office Supplies			64.00
3	40	540334	Office Supplies			34.50
4	50	540341	Training Supplies			144.00-

From the Menu Bar select Customizing of Local Layout → Hard Copy to print the screen





- Options ...
- New Visual Design ...
- Set Color to System ...
- Clipboard
- Generate Graphic
- Create Shortcut...
- Activate GUIXT
- Script Recording and Playback...
- Script Development Tools...
- Default Size
- Hard Copy**
- Quick Cut and Paste
- Spell Checker
- SAP GUI Help
- About...

Then click the Back icon  to return to the main entry screen. If a data element needs to be changed, you will need to delete the line and then re-key the correct data.

This pop-up screen will appear. Click on the Enter icon 

Information


 Automatically created line items will be deleted:



If the document is accurate, click the Save icon



The system will display the document number in the Status Bar. Remember to record it on the printout and file it.

 Document 100000027 was posted in company code UK00

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