

FV50 Park G/L Account Items



Process: Park G/L Account items that is incomplete to wait for the rest of the data OR park G/L Accounts items that are complete & ready for central accounting to provide a final review and posting.

Role: General User

Frequency: When needed

BEGINNING

Enter the Transaction Code FV50

First time this screen is accessed a pop-up box requesting the company code will be displayed. Enter UK00 and press Enter or click the green check mark.



HEADER

Document date	Enter the date of the document
Posting date	The date the document updates and is reflected in the financial system. The field defaults to the current day's date
Reference	The reference field represents where the document is going to be filed
Doc. Header Text	Description of the business transaction
Document Type	Document type defaults to SA, the G/L accounting document type. The document type identifies the type of transaction (vendor invoice, general ledger document, etc.). The document type assigns the document number.

LINE ITEM

G/L acct	Enter the G/L account or use the Possible Entries icon  to search
D/C	Enter whether this entry is a Debit or Credit
Amount in doc curr.	Enter the amount
Assignment No. (optional)	Replace current user code
Text (optional)	Enter the description of the item
Cost Center	Enter the cost center or use the Possible Entries icon  to search
Validate the data entry	Press Enter or click the Enter icon 
Review/complete the above fields on the next line if appropriate.	

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

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

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

LINE ITEM (Continued)

St...	G/L acct	Short text	D/C	Amount in doc.curr.	Assignment ...	Text	Busi...	Cost center
✓	590020	F&A Cost	Debit	310.70		OH Charge	0201	
✓	590020	F&A Cost	Debit	320.00		OH Charge	0201	
✓	590020	F&A Cost	Debit	350.00		OH Charge	0201	
✓	475010	F&A Cost Recovery	Credit	980.70			0101	1011659740

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.

Click on the Simulate button to view the entered values before posting.

Select the printer icon, to print the document, after selecting the printer icon, the Print ALV list window appears – if you have set up your default printer in your user profile (System / User Profile / Own data), your default printer will appear. If you accept the default settings select the continue icon, at the bottom of the window.

To park the document as incomplete.

Go to the Menu Bar and choose Document → Park or press F8

To park the document as complete. Click on the Save As Completed button

When the document is parked, remember to write down the number on the printout

Notify the appropriate central accounting department by forwarding the printout with the document number and attach any required back-up documentation.

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