GL Account Documents (JV) FI_GU_310

IRIS
Integrated Resource Information System

General Ledger Account Documents FI_GU_310 v5
Course Content

- Introduction
- Unit 1 – Parking General Ledger Documents (JV’s)
- 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 (JV) documents
  • 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 for you to practice what you have learned in class
- To practice, logon to client the Training Sandbox using your AD logon
- Use the exercises you have received in class and run through them several times
- If desired, 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

## Account Category

<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>420xxx</td>
<td>Gifts</td>
</tr>
<tr>
<td>425xxx</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>

## Account Category

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

## Type

<table>
<thead>
<tr>
<th>Number</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>4xxxxx</td>
<td>Revenues</td>
</tr>
<tr>
<td>5xxxxx</td>
<td>Expenses</td>
</tr>
<tr>
<td>6xxxxx</td>
<td>Recharges</td>
</tr>
<tr>
<td>7xxxxx</td>
<td>Transfer</td>
</tr>
</tbody>
</table>

[http://www.uky.edu/IRIS/Fl/glaccts.html](http://www.uky.edu/IRIS/Fl/glaccts.html)
Parking General Ledger Documents (JV’s)
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
Key Process Changes – Parking a Document

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

• Responsible accounting office
  • Reviews parked document
  • Audits transaction
  • Verifies reference field
  • Posts the document
  • Files documentation
• Accounting also runs periodic reports to ensure no outstanding parked documents exist
  • Follows up if necessary with creator or deletes transaction
Characteristics of a Parked Document

• General Ledger Document
  – Use transaction code – FV50 (JV)

• Parking a transaction:
  • Does not post to the financial system
  • Parked complete documents will be reflected as an encumbrance in FM
  • Assigns a document number
  • Visible on the general ledger account
Structure of Transaction Code FV50

You can use it to display Complete and Parked documents that you have entered. Expand the section using the triangle next to the item to view the documents that are either parked or completed.

The completed document folder will have your documents that you saved as completed.

The parked document folder will have your documents that you parked (no data validation).
Screen Variant Z_UK_1:
Modifies detail entry section to show only UK fields and eliminates many unused columns from the SAP detail format.

"Greyed-out" columns indicate information derived by the system.
Typical Header Fields

- Fields at the header level outlined in blue – you must enter
- Reference will be used to list where the original document will be filed. GA – General Accounting; Hosp – Hospital Accounting; or SPA – Sponsored Project Accounting
- Other fields will default

Header fields:
- Document date: date of journal entry (JV)
- Posting date: defaults to today’s date
- Reference: GA, HOSP or SPA
- Doc.Header Text: reason for the entry
Typical Line Item Entry Fields

Line Item Fields:
- G/L Account
- D/C – defaults to debit
- Amount in doc. currency
- Cost Center and/or Internal Order or a WBS Element. Other account assignments will be derived based on the cost center, WBS elements or order.

Derived based upon the entered information

Fields at the line item outlined in blue – you must enter
Fields at the line item outlined in red – derived based on the fields you enter

Example: If you enter a cost center, the business area funds center and fund will automatically derive via pre-determined account assignment.
Amount Information Section – FV50

- Checks that total debits equal total credits
- Traffic light – green = in balance, red = out of balance
- Only important after last line entry

The traffic light is red. This is due to the document is out of balance, debits and credits do not equal. You cannot park this document using the save as completed push button until the document is in balance and all other validations are correct.

You can park this document if you use the Park icon – no data validations are then performed.
Toolbar Icons and Push Buttons

Icons:
- **Save** - no validation checking, use when you don’t have all of the information and can not complete the document at that time. Do not forward paperwork.

**Push Buttons:**
- **Tree On, Tree Off** - toggles access to Tree area and existing parked documents
- **Company Code** - set to UK00
- **Simulate** - to view your document and print screen
- **Save as completed** - validates data, use when ready to send paperwork to the proper department
- **Post** - you will not “post” the document. Posting creates a financial transaction
- **Editing options** - user specific defaults
Creating a Parked Document (JV)

Creating a parked document – information is accurate and complete

• Enter the information in FV50
• Click on the Simulate button to view the entered values before “Save as Complete”.

Click on the Amount column, then click on the Display Sum icon to check for a zero (0) total.
Creating a Parked Document (JV)

• Save the document as **Complete** to generate the document number.

  ![Complete]

  **Document 100000112 UK00 was parked**

• Re-display the document – Simulate – then print the document:
  - Select the printer icon
  - Output device window – your printer should default
  - Print your document

• Obtain approval signatures

• Forward with any required documentation to central accounting (Hospital, General Accounting, Sponsored Projects Accounting)
Creating a Parked *Incomplete* Document

- Select the Save Parked doc. icon \(\square\) on the Standard Toolbar (no data validation is performed on the incomplete document)
- After receiving the needed information, complete the document, simulate and Save the document as Complete \(\square\) to generate the document number
- The remainder of the process same as before

If the information is incomplete, use the Park icon to park your document. The system will not perform data validations.

When you have obtaining the missing data, go into the change document transaction, FBV2 and change your parked document. Save as completed and forward the necessary paperwork to the proper department.
Cost Objects in Line items

• Cost objects post to either a:
  ♦ Cost Center
  ♦ Internal Order (job order)
  ♦ WBS Element (Grant)
  ♦ Cost Center and Statistical Order (covered in FI_GU_320)
  ♦ WBS Element and Statistical Order (covered in FI_GU_320)

• Enter the appropriate cost object at the line item level
• Costs can only be posted to one “real” object per line
• Statistical internal orders (user codes) are NOT real cost objects

When posting to a grant, WBS element, you must enter the associated fund. The
fund will either be internal for cost sharing or external – provided by a grant
sponsor.

Because several funds can be associated with a Grant, you must enter a fund when
posting a line item to a WBS element (grant).
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

The number of documents created shows the various modules this transaction has affected. In this example, there were three document numbers created: one in FI, one in CO and one in FM.
Exercises

Go to Exercise Guide

• Exercise – Preparing IRIS for Training
• Exercise 1.1 – Enter a Parked G/L Document – FV50
• Exercise 1.2 – Enter a Multi-line Parked G/L Document
• Exercise 1.3 – Enter a Multi-line Parked G/L Document – Grant
Exercises

• Optional Exercises

• Exercise – 1.4 – Enter a Parked General Ledger Document
Learning Objectives

• At the end of this unit you should be able to:
  • Create new lines using the line item icons
  • Enter text(s) in a document
  • Print all text(s) in a document
  • Create your line layout used for printing
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 line item
  - input the amounts for all line items except the last line
  - on the last line input an "*"
  - press enter
Line Item Icons

- Features
  - You can sort line items, delete a line item and copy existing line items to reduce keystrokes using these icons.

When selecting a line item you wish to perform maintenance on, select the box to the left of the line item. The line item will turn gold in color, notifying you the line has been selected. Select the desired icon to maintain the line item.
Available Text in Documents

• You can enter text in the following areas:
  • header level
  • line item level
  • document level

• Can view text while using transaction code FB03

• If document level text exists, the checkbox “text exists” will be activated
Entering and Printing Document Level Text

• To enter document level text, go to the menu bar Extras ⇒ Document texts
• Double click on the description text you want
• Enter text

• To print document level text use the printer icon

This process addresses document level text only.

Both header text and line item text are printing when you print the document in the “display as list” mode.
Printing Header and Line Item Text

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

Please note: the line item text field must be on your line layout for it to print. This will be covered later in this unit.
Change Line Layout

• When printing your JV, it is possible to change the list display on the screen.
• 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

STEPS:
Execute FBV3
Access the list display by selecting the menu bar: Goto / Display as list
Save your New Line Layout

• Select the Save Current Display icon to save the layout

![Save and Choose Buttons]

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

![Save Dialogue Box]

• If you want to set the new line layout as your default, go to Settings ⇒ Layout ⇒ Administration

Select the user-specific checkbox if you are the only user to use this layout, otherwise all users can use your layout.
Uploading JVs from an Excel Spreadsheet

- If many Journal entries need to be entered into the same document, rather than keying each line item into the FV50 transaction, you can upload them from Excel
- A pre-defined Excel spreadsheet template is on the IRIS Website
- You must save the XLS 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

Go to Exercise Guide

• Exercise 2.1 – Enter Text and Copy Line Items
• Exercise 2.2 – Create a Line Layout in Document Overview
Summary

• You are now able to:
  • Create new lines using the line item icons
  • 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)
Documents

- The following transaction codes are used when you wish 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</td>
<td>Delete a parked document (cannot delete a FI 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

This example shows a general ledger document.
If you are looking at a vendor related document you can display the vendor master record by selecting the master record icon within the Address window (over to the right).
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, etc.)
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 your paperwork
  • You cannot delete a document that has been Posted

After deleting a document, you can still view the header information, however the line items are “blank”.
Exercises

Go to
Exercise Guide

• Exercise – 3.1 – Display a Parked Document
• Exercise – 3.2 – Change a Parked Document
• Exercise – 3.3 – Delete Parked Document
Posted Document Display – FB03

- Can display both vendor invoices and general ledger journal entries
- 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 the search capabilities
- **After activating**, the Reference number field appears in transaction code FB03, Display a Document
- Use transaction code FB00 to activate the reference number field

If you do not know the document number, select the document list and enter one or many selection parameters to find the appropriate document number(s)
Activate the Reference Field – Editing Options

To activate the ability to search for documents by using the reference field:
– go to transaction code FB00
– select the Doc. Display tab
– activate the reference field

• 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
• For a journal entry the reference number is the processing accounting office (HOSP, GA, or SPA)

• For the Processing Accounting Office, use one of the following:
  • HOSP – Hospital
  • GA – General Accounting
  • SPA – Sponsored Projects Accounting
With this feature you can see who created the document. You can also see the document entry date and the transaction code used.
Posted Document Change – FB02

- Use transaction code FB02 to change “posted” documents
- Use transaction code FBV2 to change “parked” documents
- Can change both vendor invoices and general ledger journal entries
- For posted documents you can only change:
  - line item text – reason for entry after posting
  - assignment field – user code after posting

Only the assignment and text fields can be changed on this screen
Document Overview

- To display the entire document, select the document overview icon (mountain with the sun)
- You can determine if the vendor payment has been made by drilling down into the vendor line item in the posted document

The Document Overview allows you to view the entire document: header and line item information. Drill into line item details by double-clicking on a line item.

Use the icons on the toolbar to manipulate the document overview display.

Posting Key Description

40  G/L account debit posting
50  G/L account credit posting
01  Customer invoice
11  Customer credit memo
21  Vendor credit memo
25  Vendor payment
31  Vendor invoice
Display Vendor Check Information

1. Select and drill down on vendor line

- Display Document: Overview

2. Display vendor detail

- Display Check Information

3. Display Check Information

- Select Environment = Check Information
  - Check number
  - Payment date
  - Amount paid
  - Check encashment
  - Check recipient address

Posting Key:
25 = Vendor payment
50 = G/L credit posting
**G/L Account Line Item Display – FBL3N**

- Use this transaction if you wish to view the line items for general ledger account(s).
- Can view line items by status (parked, posted, etc.).
- Use the dynamic selection icon to narrow your output list.

**Initial Screen**

Select “Type” of line item: normal (posted) and/or parked items.

Caution when using this transaction: use the dynamic selection to minimize your output.
• You can choose more criteria by using Dynamic Selection
  • Click on the Dynamic selection icon
  • Choose the criteria you want
    ▪ To add a field, double-click on any field
    ▪ To delete a field, double-click on any field that is highlighted
  • Enter the data for the search
    ▪ Example: Business Area – 0101; Document type – KR
G/L Account Line Item Display – FBL3N

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

<table>
<thead>
<tr>
<th>G/L Account Line Item Display</th>
<th>G/L Account Line Item Display – FBL3N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status:</td>
<td>Posted</td>
</tr>
<tr>
<td>G/L Account No.</td>
<td>E0015</td>
</tr>
<tr>
<td>Company Code</td>
<td>0838</td>
</tr>
<tr>
<td>Travel - In-State Mileage</td>
<td></td>
</tr>
<tr>
<td>G/L Account No.</td>
<td>E0017</td>
</tr>
<tr>
<td>Company Code</td>
<td>0838</td>
</tr>
<tr>
<td>Travel - In-State Conference Expense</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#</th>
<th>Assignment</th>
<th>Document No.</th>
<th>Bus. Type</th>
<th>Doc. Date</th>
<th>Dr. Amount</th>
<th>Cr. Amount</th>
<th>Date</th>
<th>G/L Ctr.</th>
<th>WS element</th>
<th>Text</th>
<th>Gl. Ctr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>E00151017</td>
<td>1000000004</td>
<td>01.01.54</td>
<td>10/17/2009 50</td>
<td>750.00</td>
<td>1012001270</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>** Account: S10017</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#</th>
<th>Assignment</th>
<th>Document No.</th>
<th>Bus. Type</th>
<th>Doc. Date</th>
<th>Dr. Amount</th>
<th>Cr. Amount</th>
<th>Date</th>
<th>G/L Ctr.</th>
<th>WS element</th>
<th>Text</th>
<th>Gl. Ctr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>E00151017</td>
<td>1000000003</td>
<td>01.01.54</td>
<td>10/17/2009 50</td>
<td>3,259.71</td>
<td>1012001270</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>** Account: S40027</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

General Ledger Account Documents FI_GU_310 v5
Display Actual Cost Line Items for Cost Centers (KSB1)

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

Go to
Exercise Guide

• Exercise – 3.4 – Display an FI Document (by reference number)
• Exercise – 3.5 – Change an FI Document
• Exercise – 3.6 – Display Actual Cost Line Items
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