FV50 Park G/L Account Document

Purpose

Use this procedure to enter a G/L account document.

Trigger

Perform this procedure when you need to enter a G/L account document. Once you have parked the document and attached supporting documentation, notify your Bureau Approver with the document number.

Prerequisites

Decide on debits and credits

Menu Path

Use the following menu path to begin this transaction:

N/A

Transaction Code

FV50

Helpful Hints

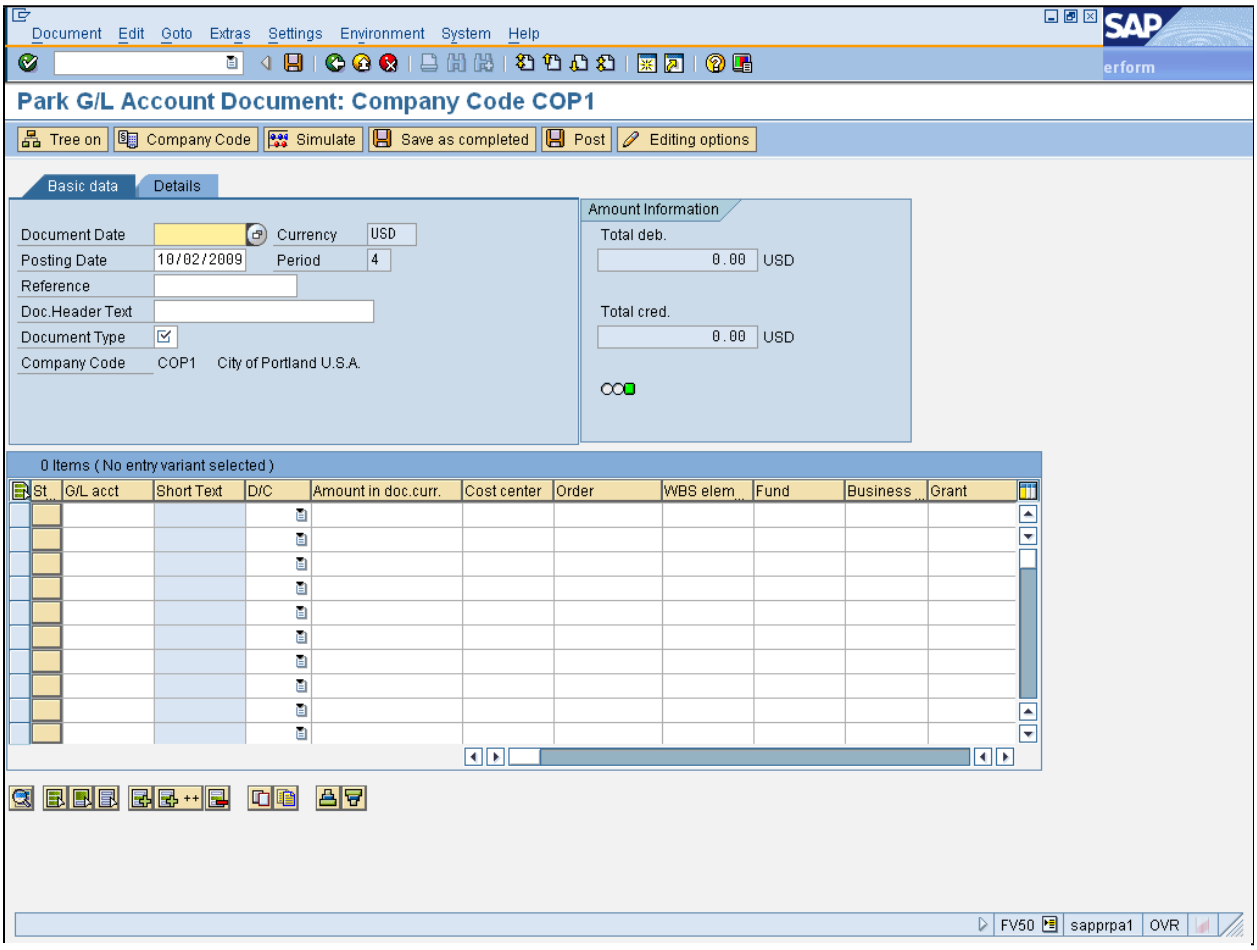
- R/O/C column in tables represent required, optional, or conditional entry.
- Select the **Save** button to park or temporarily store an incomplete document in the system.
- To select user-specific settings, click the **Editing options** button and define your requirements.
- To check a single account line item, click the **Status** (St) box to left of G/L acct field.
- Use the **Simulate** button to preview a document before parking.
- After you **Save** , you can attach supporting documents using the **Services for Object** button.
- Use the **Tree On** button to view possible screen variants, account assignment templates, completed documents, or parked documents.

FV50 Park G/L Account Document

Procedure

1. Start the transaction using the menu path or transaction code. The *Park G/L Account Document Company Code XXXX* screen displays.

Park G/L Account Document: Company Code COP1



2. As required, complete/review the following fields:

Field	R/O/C	Description
Document Date	R	Appearing in the document header, it is used primarily as the document input date. **Example:** 10/02/2009

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Field	R/O/C	Description
Reference	R	Allows for further clarification of an entry by reference to other sources of information, either internal or external to SAP. Any SAP-posted document number can be used as a "reference" when entering a new document. • The reference number from the document to be released. Number should start with the contract number. **Example:** corr cost object
Doc.Header Text	R	Free text field used to provide additional information regarding the document. **Example:** 3100000001
Document Type	R	Key that identifies to which group of documents this document will be assigned. Documents of the same type contain common information which is relevant to posting and update of the value fields in the data base. **Example:** sa

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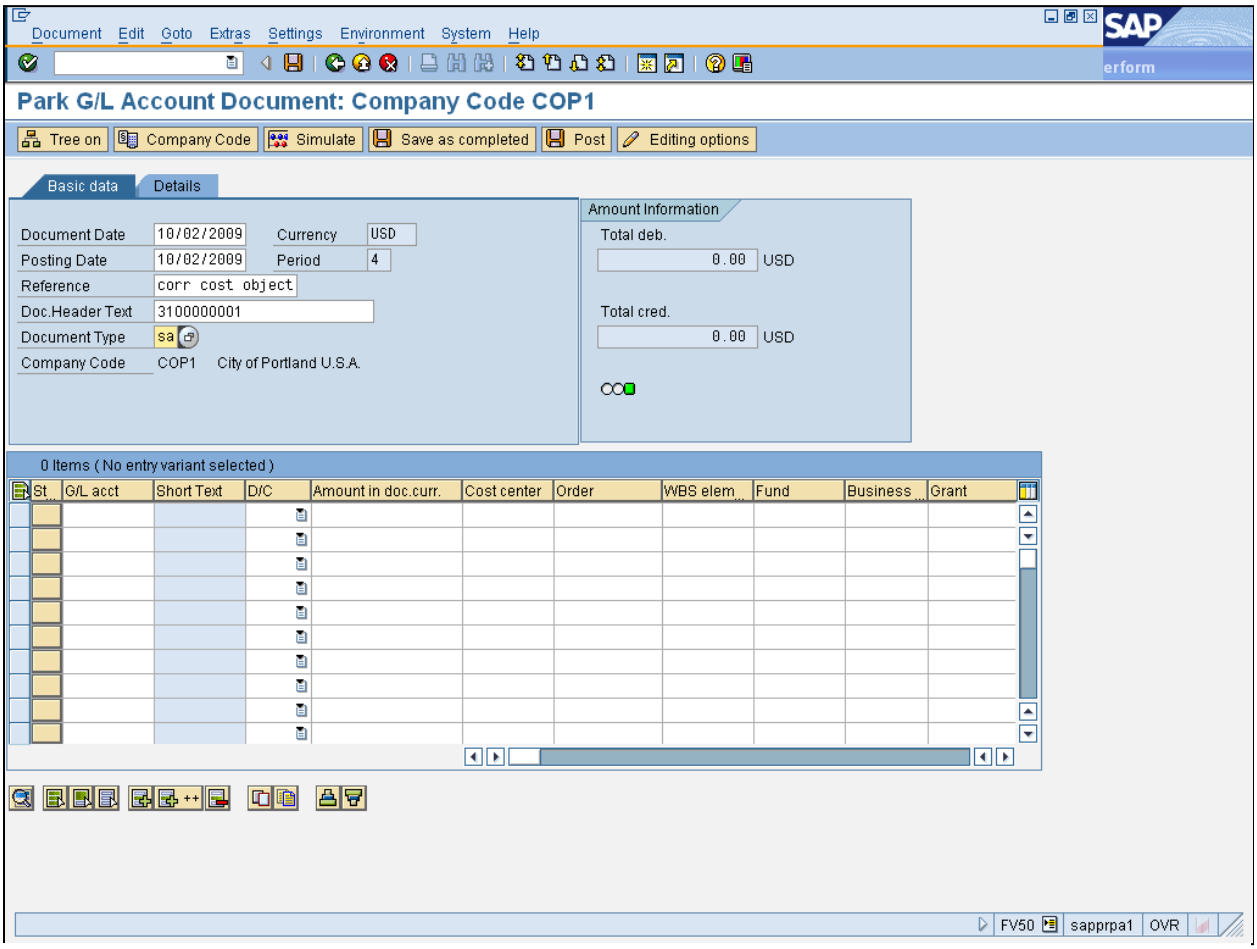
Park G/L Account Document: Company Code COP1

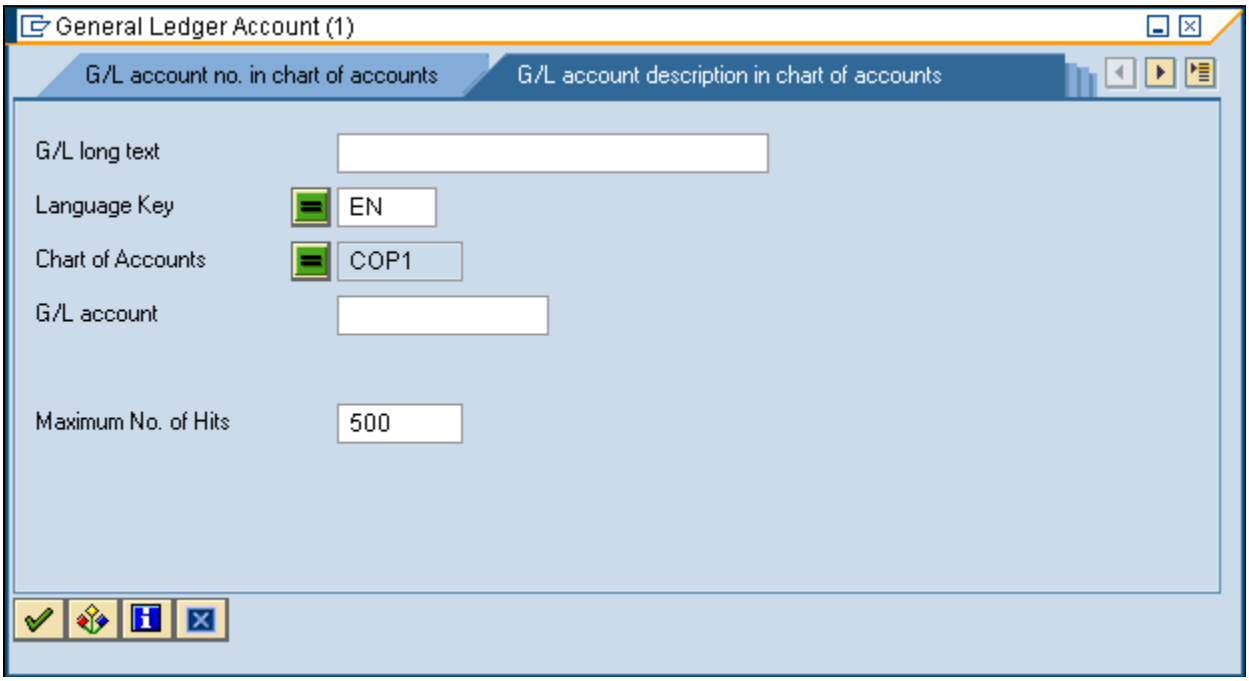


3. Click the **G/L acct** field .

4. Click the **G/L acct** matchcode .

FV50 Park G/L Account Document

General Ledger Account (1)



5. As required, complete/review the following fields:

Field	R/O/C	Description
G/L account	R	An entry account numeric identifier used to record debit and credit inputs for defined business transactions and/or to create statutory reports. **Example:** 529*

6. Click the **Continue** button .

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General Ledger Account (XXXX) YYYY Entries found

General Ledger Account (1) 19 Entries found

G/L account no. in chart of accounts | G/L account description in chart of accounts

Master records

Long Text	ChAc	G/L Ac...
Actuarial reserve - Non budgetary	COP1	529750
Advertising	COP1	529030
BHCD outgoing grant	COP1	529001
Communication	COP1	529050
Data processing services	COP1	529210
Freight charges	COP1	529090
Insurance	COP1	529600
Laundry	COP1	529300
Local match payments	COP1	529800
Miscellaneous services	COP1	529000
Non-professional services	COP1	529100
Other misc. services	COP1	529900
Postage	COP1	529080
Printing & repro	COP1	529010
Program income expended	COP1	529005
Program income offset	COP1	529006
Risk mgmt claims pay	COP1	529700
Self insd claims pay	COP1	529721
Shop fabrication/wb inventory	COP1	529400

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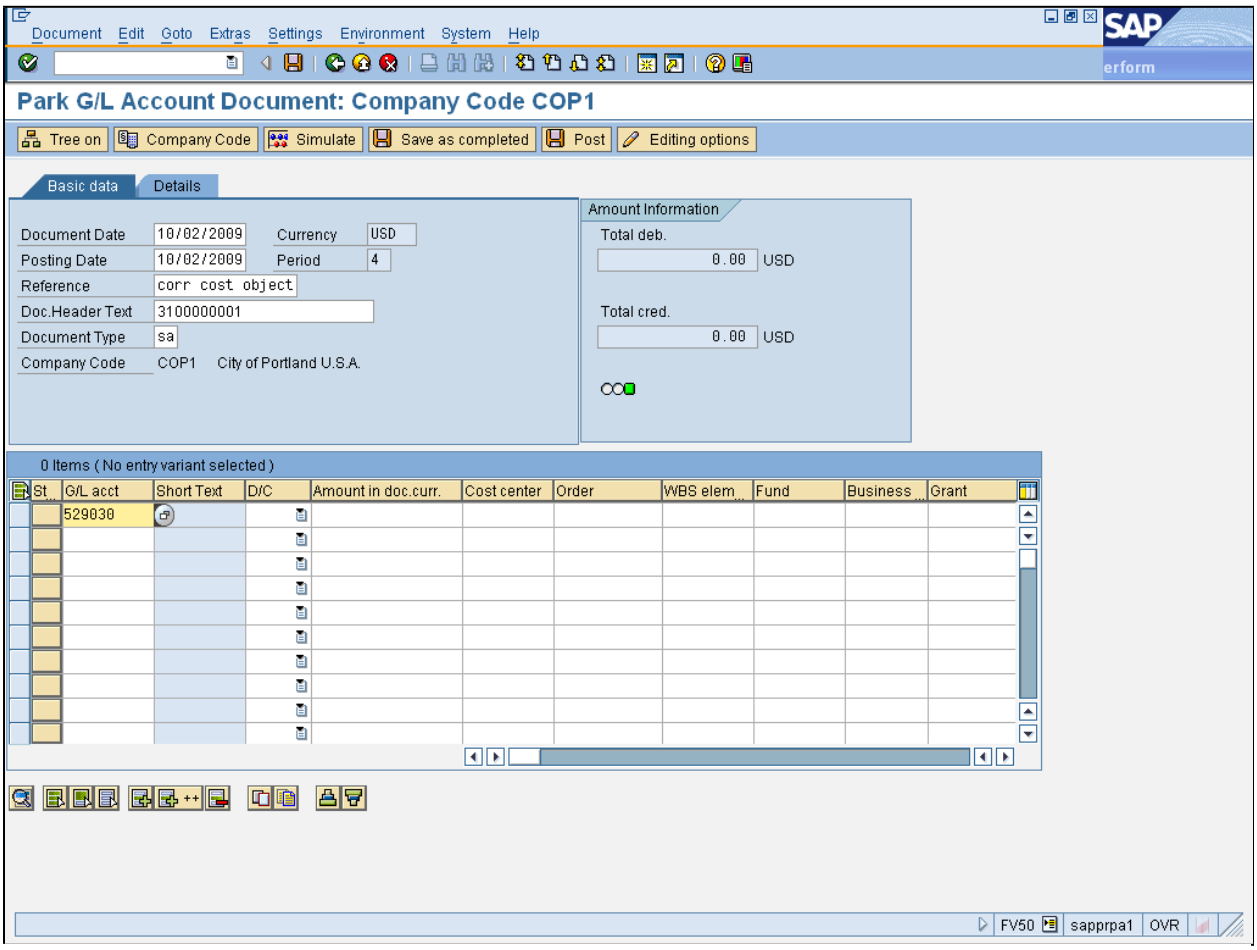
7. Double-click the **General Ledger Account** item Advertising .

Park G/L Account Document: Company Code COP1



8. Click the **D/C** combo box .

9. Click the **S Debit** list item S Debit .

10. As required, complete/review the following fields:

Field	R/O/C	Description
Amount in doc.curr.	R	Line item amount in document currency. **Example:** 100.00

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Field	R/O/C	Description
Cost center	R	Organizational unit(s) that represents a revenue or cost collector. **Example:** mffs000001
G/L acct	R	An entry account numeric identifier used to record debit and credit inputs for defined business transactions and/or to create statutory reports. **Example:** 529030

11. Click the **D/C** combo box .

12. Click the **H Credit** list item H Credit .

13. As required, complete/review the following fields:

Field	R/O/C	Description
Amount in doc.curr.	R	Line item amount in document currency. **Example:** 100.00
Cost center	R	Organizational unit(s) that represents a revenue or cost collector. **Example:** mffs000002

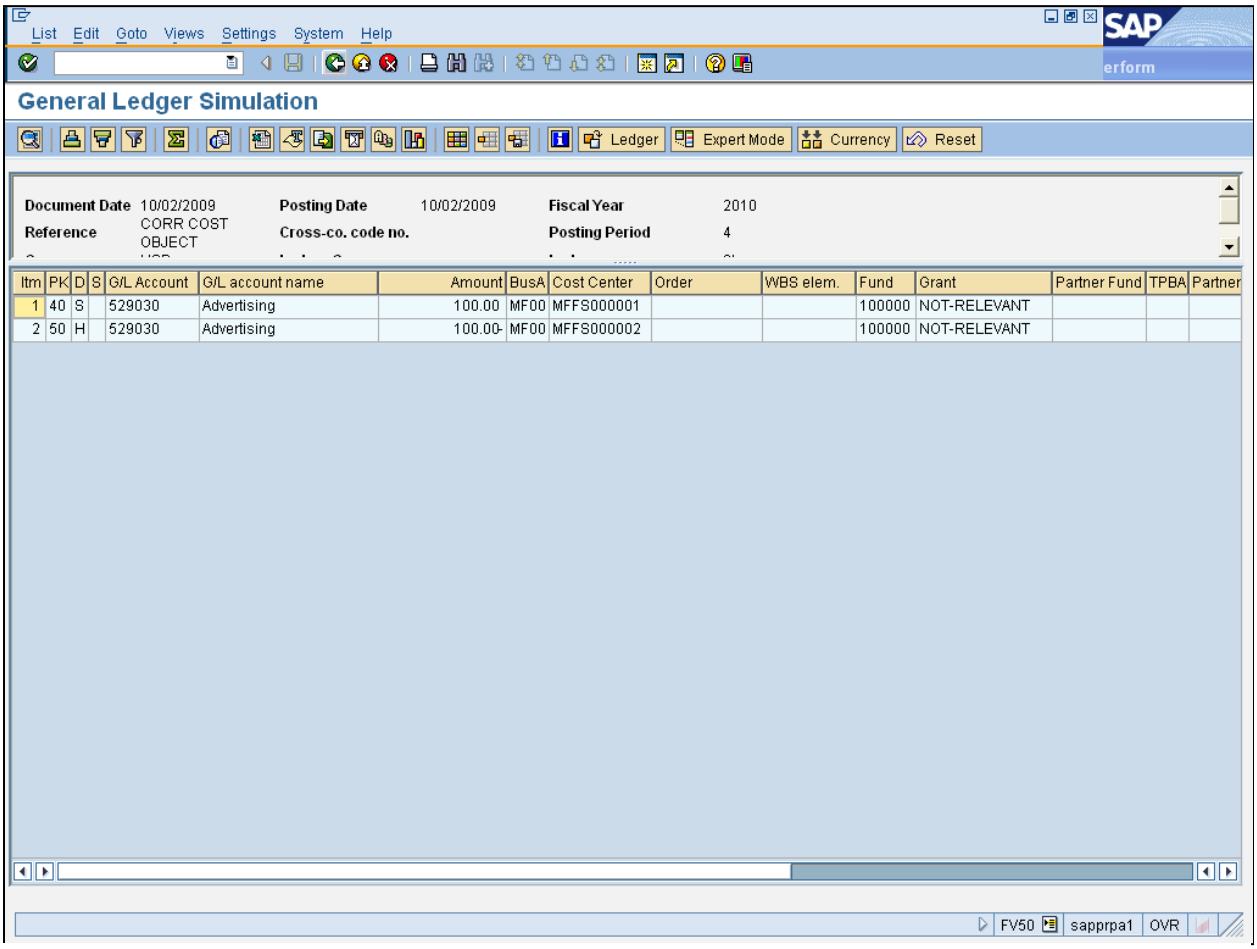
14. Click the **Enter** button to validate entries.

15. Click the **Document** main menu Document .

16. Click **Document➔ Simulate General Ledger** menu item Simulate General Ledger .

FV50 Park G/L Account Document

General Ledger Simulation



17. Click the **Back** button .

FV50 Park G/L Account Document

Park G/L Account Document: Company Code COP1

Document Edit Goto Extras Settings Environment System Help

Park G/L Account Document: Company Code COP1

Tree on | Company Code | Simulate | Save as completed | Post | Editing options

Basic data | Details

Document Date 10/02/2009 Currency USD
Posting Date 10/02/2009 Period 4
Reference CORR COST OBJECT
Doc.Header Text 3100000001
Document Type SA G/L account document
Company Code COP1 City of Portland U.S.A.

Amount Information
Total deb. 100.00 USD
Total cred. 100.00 USD

2 Items (No entry variant selected)

St	G/L acct	Short Text	D/C	Amount in doc.curr.	Cost center	Order	WBS elem.	Fund	Business	Grant
	529030	Advertising	S Debi	100.00	MFFS000001			100000	MF00	NOT-RELEVA
	529030	Advertising	H Crec	100.00	MFFS000002			100000	MF00	NOT-RELEVA

Automatically created line items will be deleted | FV50 | sapprpa1 | OVR

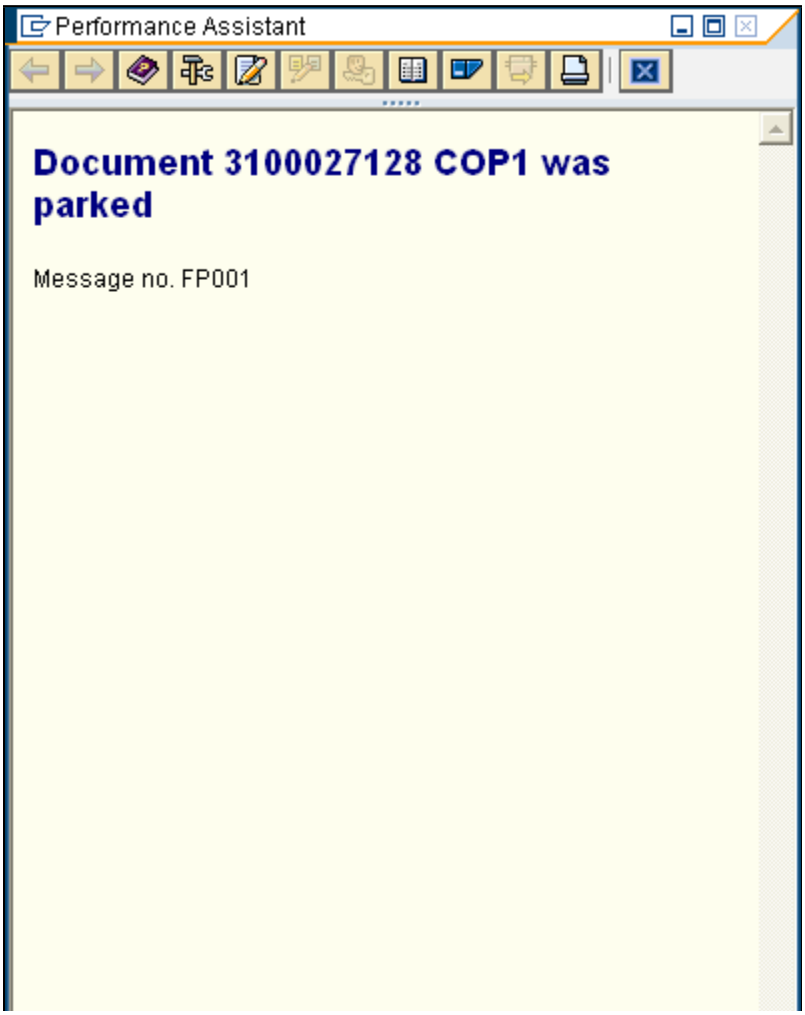
18. Click the **Save** button .

19. Click **Document 3100027128 COP1 was parked** message

Document 3100027128 COP1 was parked .

FV50 Park G/L Account Document

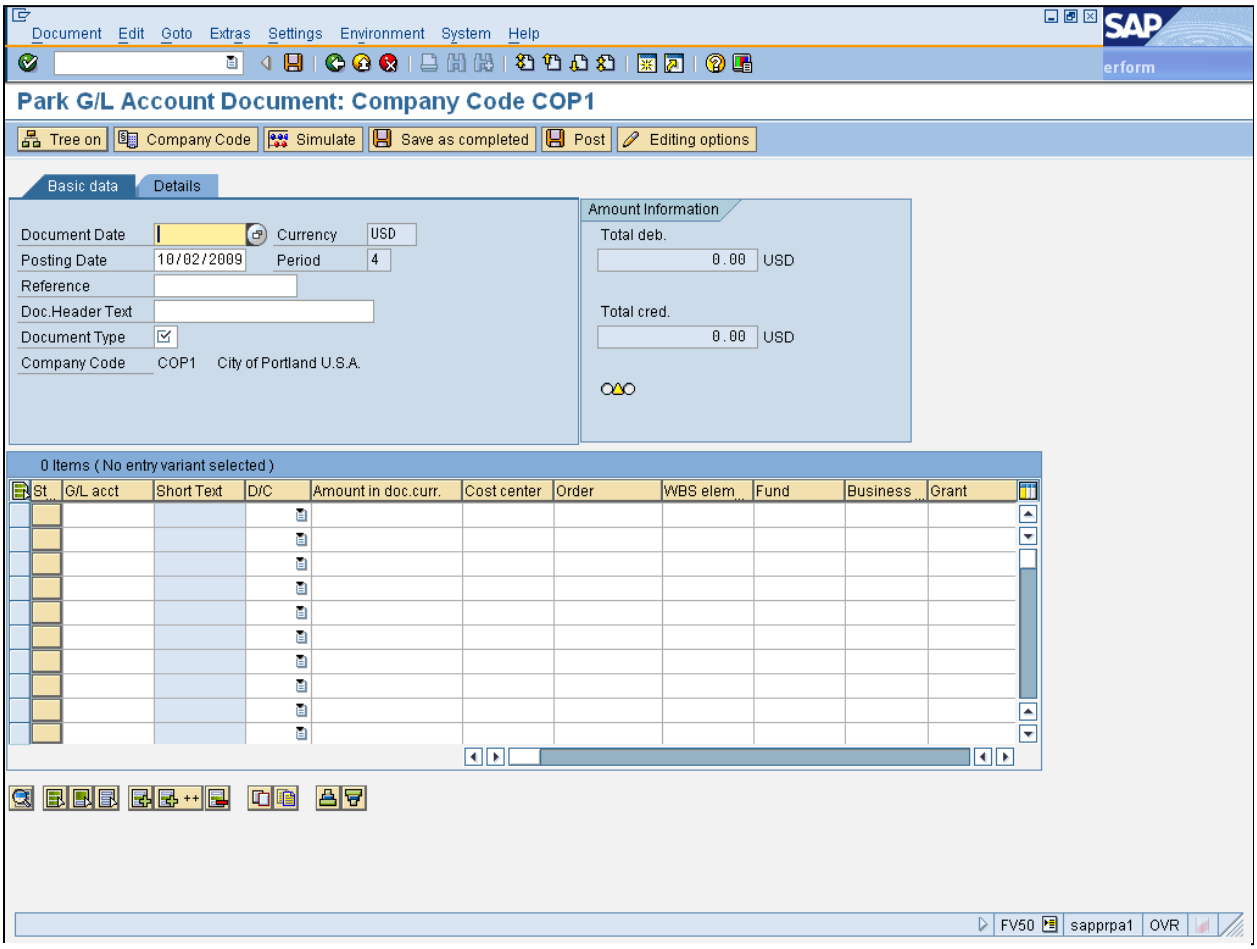
Performance Assistant



20. Click the **Close** button ☒ .

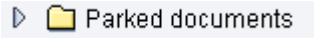
FV50 Park G/L Account Document

Park G/L Account Document: Company Code COP1



21. Click the **Tree on** button

.

22. Click the **Parked documents** tree item 

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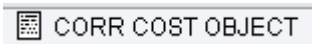
23. Double-click the **CORR COST OBJECT** tree item 

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FV50 Park G/L Account Document

Edit Parked G/L Account Document XXXX COP1 YYYY

Document Edit Goto Extras Settings Environment System Help

Edit Parked G/L Account Document 3100027128 COP1 2010

Tree off | Company Code | Simulate | Save as completed | Post | Editing options

Tree | Created on
- Screen variants for items
- Account assignment templat
- Complete documents
- Parked documents
  - CORR COST OBJECT 10/02/09 1... A

Basic data | Details | Workflow

Document Date 10/02/2009 Currency USD
Posting Date 10/02/2009 Period 4
Document Number 3100027128
Reference CORR COST OBJECT
Doc.Header Text 3100000001
Document Type SA G/L account document
Company Code COP1 City of Portland U.S.A.

Amount Information
Total deb. 100.00 USD
Total cred. 100.00 USD

2 Items (No entry variant selected)

St	G/L acct	Short Text	D/C	Amount in doc.curr.	Cost center	Order	WBS elem	Fund	Bu
✓	529030	Advertising	S Debi	100.00	MFFS000001			100000	MF
✓	529030	Advertising	H Crec	100.00	MFFS000002			100000	MF

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24. Click the **Services for Object** button .

FV50 Park G/L Account Document

Edit Parked G/L Account Document XXXX COP1 YYYY

Document Edit Goto Extras Settings Environment System Help

Edit Parked G/L Account Document 3100027128 COP1 2010

Create... | Attachment list | Private note | Send | Relationships | Workflow | My Objects | Help for object services

Simulate | Save as completed | Post | Editing options

Basic data | Details | Workflow

Document Date 10/02/2009 Currency USD
Posting Date 10/02/2009 Period 4
Document Number 3100027128
Reference CORR COST OBJECT
Doc.Header Text 3100000001
Document Type SA G/L account document
Company Code COP1 City of Portland U.S.A.

Amount Information
Total deb. 100.00 USD
Total cred. 100.00 USD

2 Items (No entry variant selected)

St	G/L acct	Short Text	D/C	Amount in doc.curr.	Cost center	Order	WBS elem.	Fund	Bu
	529030	Advertising	S Debi	100.00	MFFS000001			100000	MF
	529030	Advertising	H Crec	100.00	MFFS000002			100000	MF

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25. Click **Create...** menu item Create... .

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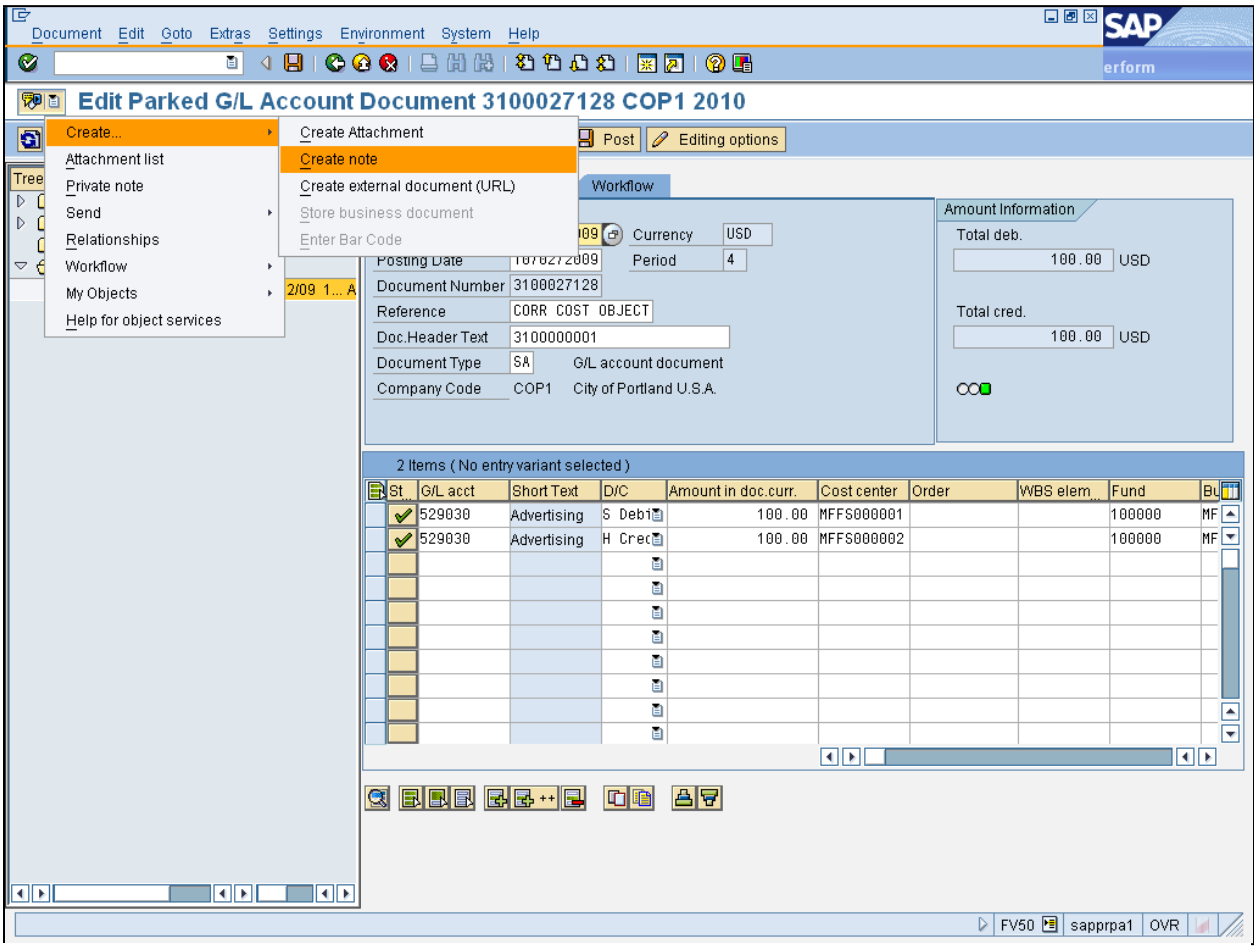
Edit Parked G/L Account Document XXXX COP1 YYYY



26. Click **Create...** ➔ **Create note** menu item

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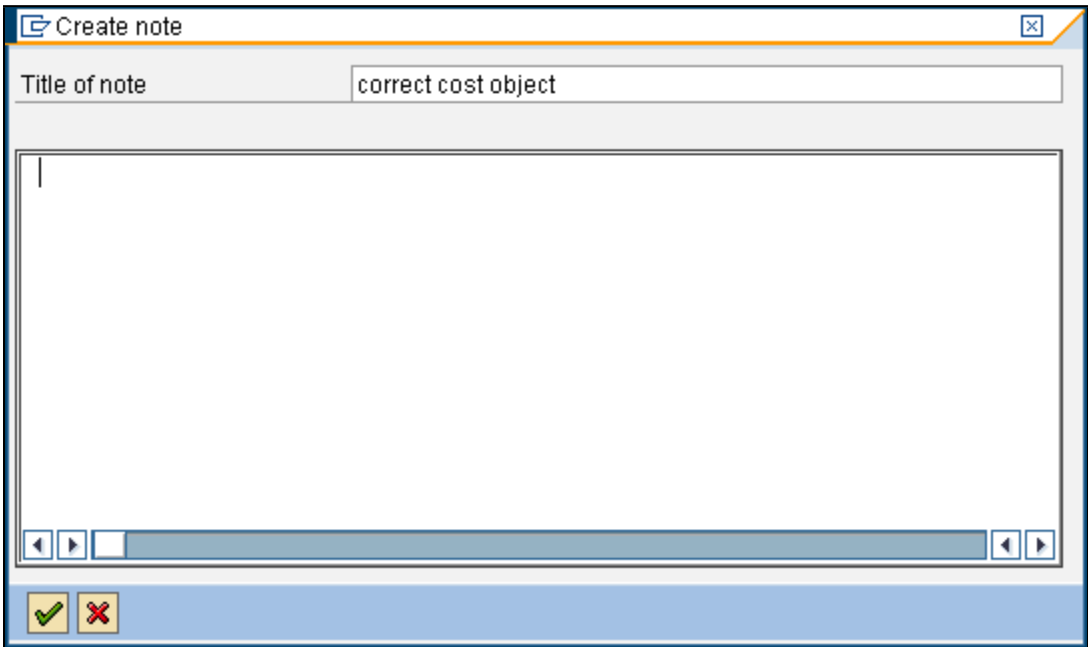
FV50 Park G/L Account Document

Create note



27. Click the **Note** field .

28. Click the **Ok; Continue** button .

FV50 Park G/L Account Document

Edit Parked G/L Account Document XXXX COP1 YYYY

Document Edit Goto Extras Settings Environment System Help

Edit Parked G/L Account Document 3100027128 COP1 2010

Tree off | Company Code | Simulate | Save as completed | Post | Editing options

Tree | Created on
- Screen variants for items
- Account assignment templat
- Complete documents
- Parked documents
  - CORR COST OBJECT 10/02/09 1... A

Basic data | Details | Workflow

Document Date 10/02/2009 Currency USD
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Reference CORR COST OBJECT
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Amount Information
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2 Items (No entry variant selected)

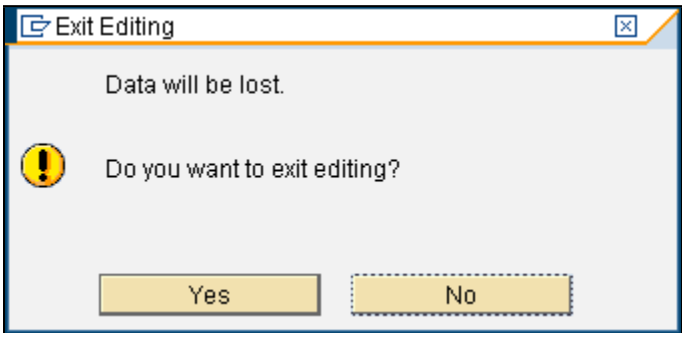
St	G/L acct	Short Text	D/C	Amount in doc.curr.	Cost center	Order	WBS elem	Fund	Bu
	529030	Advertising	S Debi	100.00	MFFS000001			100000	MF
	529030	Advertising	H Crec	100.00	MFFS000002			100000	MF

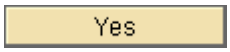
FV50 | sapprpa1 | OVR

29. Click the **Back** button .

FV50 Park G/L Account Document

Exit Editing



30. Click the **Yes** button 

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FV50 Park G/L Account Document

Result

You have entered and parked a G/L account document. You have also entered a reason for the journal entry and attached supporting documentation.