



## FB50 Enter GL Account Document

### Purpose

Use this procedure when entering a GL Account Document to record a business transaction.

### Trigger

Perform this procedure when you need to create entries for cash receipts, disbursements, receivables, billing transactions, then post the entry.

### Prerequisites

- Know the relevant account assignments.
- If appropriate, use an Account assignment template for GL account, cost center, fund, business area, and grants.

### Menu Path

Use the following menu path to begin this transaction:

N/A

### Transaction Code

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### Helpful Hints

- R/O/C column in tables represents Required, Optional, or Conditional entry.
- Click the **Editing options** to create your personal editing display.
- Click the **Simulate** button to preview document before posting.
- To check entries on a single line, click the **Status** box adjacent the **GL acct** field.
- Use **Tree On** functionality to access list with Screen variants, Account assignment templates, complete documents, and parked documents



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### Procedure

1. Start the transaction using the menu path or transaction code. The *Enter G/L Account Document: Company Code COP1* screen displays.

### Enter 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.  <b>Example:</b> 07122007



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Field	R/O/C	Description
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.  <b>Example:</b> 131119

- Click **D/C** field  . A drop-down list displays.
- Select **Debit** Debit .
- As required, complete/review the following fields:

Field	R/O/C	Description
Amount in doc.curr.	R	Line item amount in document currency.  <b>Example:</b> 500
Fund	R	Represents a distinct and legally separate source of funding required for budgeting and monitoring.  <b>Example:</b> 101000
Business area	R	An organizational unit of financial accounting that represents a separate area of operations or responsibilities within an organization and to which value changes recorded in Financial Accounting can be allocated.  <b>Example:</b> mf00
Grant	R	A grant contains terms and conditions for the control, use, reporting and reimbursement of sponsor funding. The grant number consists of eight characters to enable tracking at the bureau level. The first four digits are based on the business area, while the last four are sequential numbers.  <b>Example:</b> NOT-RELEVANT

- Click **Enter** to validate the entries. The screen updates.
- As required, complete/review the following fields:



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Field	R/O/C	Description
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.  <b>Example:</b> 231400

8. Click **D/C** combo box  . A drop-down menu displays.
9. Select **Credit** Credit .
10. As required, complete/review the following fields:

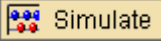
Field	R/O/C	Description
Amount in doc.curr.	R	Line item amount in document currency.  <b>Example:</b> 500
Fund	R	Represents a distinct and legally separate source of funding required for budgeting and monitoring.  <b>Example:</b> 101000
Business area	R	An organizational unit of financial accounting that represents a separate area of operations or responsibilities within an organization and to which value changes recorded in Financial Accounting can be allocated.  <b>Example:</b> MF00
Grant	R	A grant contains terms and conditions for the control, use, reporting and reimbursement of sponsor funding. The grant number consists of eight characters to enable tracking at the bureau level. The first four digits are based on the business area, while the last four are sequential numbers.  <b>Example:</b> NOT-RELEVANT

11. Click **Enter** to validate inputs.



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### Enter G/L Account Document: Company Code COP1

12. Click **Simulate**  to test inputs prior to execution. The *Document Overview* screen displays.



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### Document Overview

The screenshot shows the SAP 'Document Overview' window. At the top, there is a menu bar with 'Document overview', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area displays document details in a table-like format:

Doc. Type : SA ( G/L account document ) Normal document					
Doc. Number	07-12-2007	Company code	COP1	Fiscal year	2008
Doc. date	07-12-2007	Posting date	07-12-2007	Period	01
Calculate Tax	<input type="checkbox"/>				
Doc. currency	USD				

Item	PK	Account	Account short text	Assignment	Tx	Amount
1	40	131119	Mult Co 06-07			500.00
2	50	231400	Deferred Rev - Taxes			500.00-

At the bottom right of the window, the status bar shows 'FB50', 'sapdrp', and 'INS'.

13. Review the information, then click **Back** . The *Information* dialog box displays.

### Information

The screenshot shows an 'Information' dialog box with a title bar containing 'Information' and a close button. The main area contains an information icon and the text: 'Automatically created line items will be deleted:'. At the bottom, there are two icons: a green checkmark and a yellow question mark.



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- 14. Click **Continue** to return to the *Enter G/L Account Document: Company Code COP1* screen.

#### Enter G/L Account Document: Company Code COP1

The screenshot displays the SAP 'Enter G/L Account Document' interface for company code COP1. The document date and posting date are both 07-12-2007, and the currency is USD. The document contains two items:

St	G/L acct	Short Text	D/C	Amount in doc.curr.	Cost object	Qty	Ba	Grant	Val. d...
✓	131119	Mult Co 06-07 Debit		500.00				NOT-RELEVANT	
✓	231400	Deferred Rev Credit		500.00				NOT-RELEVANT	

- 15. Click **Post** .

- 16. Click **Exit** .

The system displays the message, "Document XXXX was posted in company code COP1".



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**Work Instruction**

## **FB50 Enter GL Account Document**

### **Result**

You have entered a G/L account document and the adjustment to the G/L account is complete.