Journal Transfers –
Approve Post Parked Document - FBV0

This guidance shows how Approvers find and approve a journal transfer, view attachments or notes and delete a parked journal.

Contents:

Introduction

A journal transfer is created to move expenditure or income:
- from one General Ledger (GL) code to another or to multiple GL codes e.g., if you have miscoded expenditure.
- to assign to SIO's
- from one of your cost centres to another, e.g., from your main cost centre to your Devolved Formula Capital (DFC) cost centre

Journals always require a supporting note or attachment.

Journals must be approved before they show in your budget.

Please note: You can transfer between:
- a 1xxxxx GL code to 1xxxxx GL code (expenditure)
- a 2xxxxx GL code to 2xxxxx GL code (income)

You cannot transfer between:
- a 1xxxxx GL code to a 2xxxxx GL code
- a 1xxxxx GL code to a 3xxxxx GL code
- a 2xxxxx GL code to a 1xxxxx GL code
- a 2xxxxx GL code to a 3xxxxx GL code.

Deadline: journals must be approved by the end of the month they are created in (or they are then deleted).

Before approving a journal transfer, please log into SchoolsNet to view the following guidance:

- **Schools Journal Transfers Policy and User Guide**

- **Schools Journal Transfers Protocols**

Section 1 – How to set up a rule (variant) to find your Inputter's journal transfers.
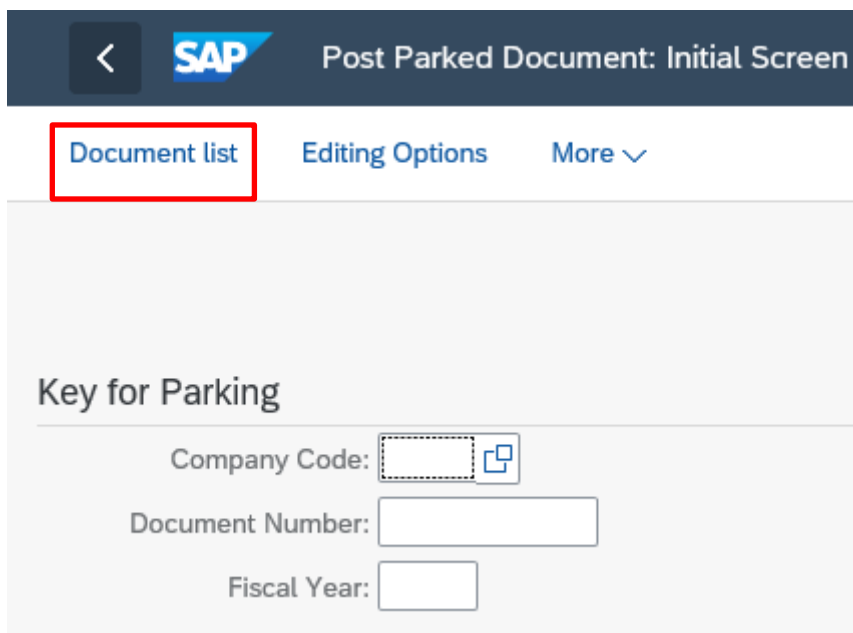
This is a one-off action for you to set up a rule in SAP to find your Inputter's journal transfers **only**. <u>This is the easiest way if you have several transfers to approve.</u>

Log into SAP Fiori

- This loads the Fiori Dashboard

- Click on the **FBV0 Post Parked Document** app.
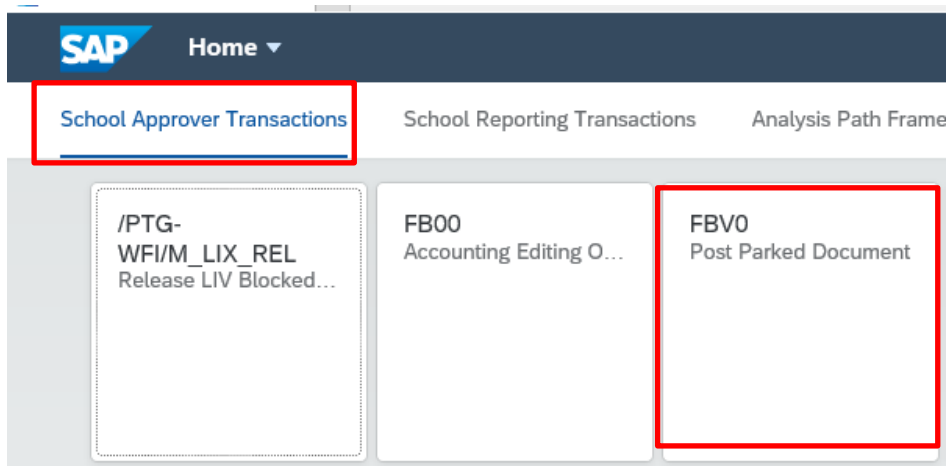
- In this screen, click **Document list**

- In the next screen, enter the following:
    - **Company code – 1000**
    - **Fiscal year** – ensure this is **blank.**

- **Document type – SA**
- **Entered by** – delete your employee number, then click on the arrow icon.

- In this screen, enter the **payroll numbers** of the **Inputter(s)** of your school. If you have more than one School SAP Inputter, enter each payroll number in separate lines.
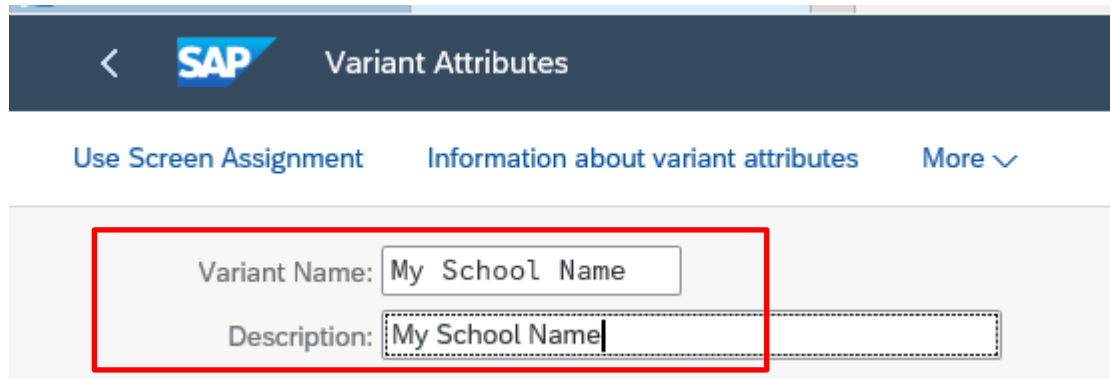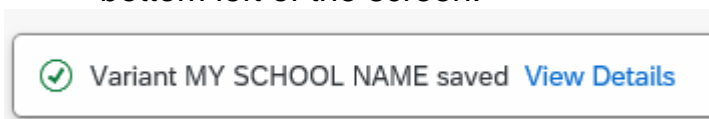

- Click the **Copy button** at the bottom of screen

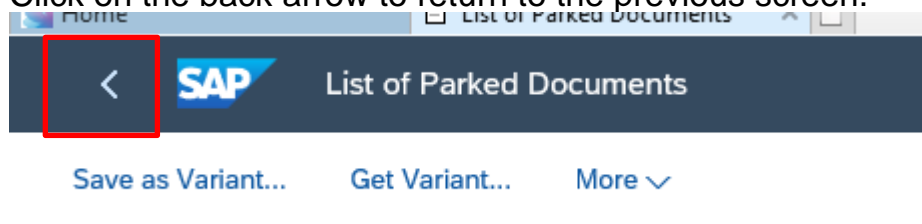- You are now back in the previous screen, click on **Save as Variant…**
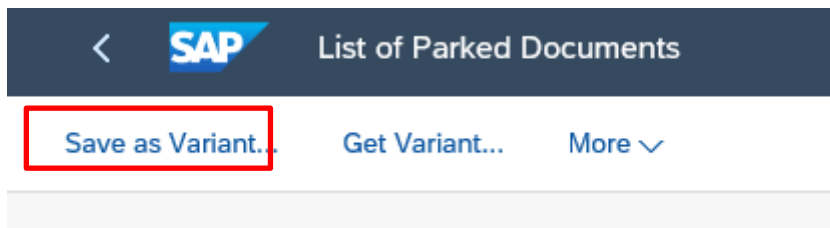
- Type your school. name in **Variant Name** and **Description**, then click on the **Save button** at the bottom right of the screen

- The variant is now set up for you to use, see the confirmation message at the bottom left of the screen.

- Click on the back arrow to return to the previous screen.

<mark>You only need to refer to this section again if your SAP Fiori Inputter(s) in school changes.</mark>

Section 2 - How to find journal transfers using the variant

- In this screen, click on **Document List**

- In the next screen, click on **Get Variant**

- The **Find Variant** screen appears, showing your payroll number in **Created by.**
  Nothing to enter or change in this screen, just click on **Execute**

- You are now back in the previous screen with your Inputter's payroll number showing in **Entered by**.
- Ensure **Fiscal year** is the current one.
- Click **Execute**

- You will see the journal transfer(s) waiting to be approved

Now go onto section 2.2 for viewing the journal, attachment or note and approving.

Section 2.1 - How to find a journal transfer by its document number.

Your Inputter will give you the journal's document number.

- In the **FBV0** screen, click on **Document List**

- In the next screen, complete the following fields:
  - **Company code: 1000**
  - **Document number:** as given to you by your Inputter.
  - **Fiscal year:** current financial year
  - **Document type: SA**
  - **Entered by: Delete** your employee number.
- Click **Execute**

- You will see the journal transfer waiting to be approved.

	St.	SCCd	CoCode	Type	DocumentNo	Fiscal Yr	User	Pstng Date	AT	Changed	Doc. Date	Doc.Header Text
		1000	1000	SA	1000241512	2021	SCHOOLINPRI	14.12.2021	S	14.12.2021	14.12.2021	inv ref ABC12

Section 2.2 - How to view the journal transfer, attachments or notes and approve.

- Click on the journal line entry and it will display on your screen


- Now you need to check the details of the journal.

Please refer to the last page in this guide – **Quick check guide to a correctly coded journal transfer**.

- **Check**:
    - **Cost centre** number
    - - is it yours –
    - in both/all lines?
    - **GL codes** - are these correct? *(Should not be 313390. Also, you cannot transfer between 1xx and 2xx codes)*
    - **Amounts** – are these correct?
    - **Debits** and **Credits** – are these correct and do the total debits and credits match?
    - Is there a **VAT code** in the Tax column – VN for expenditure/AN for income?

- **Next** view the attachment or note (an Audit requirement) to see further supporting details of the journal transfer

- Click on **Services for Object**, then on **Attachment list**
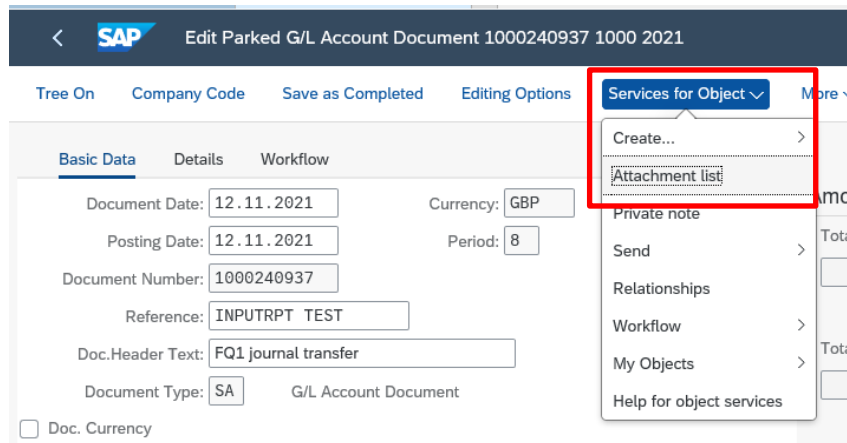
- **Double click** on the note or attachment:
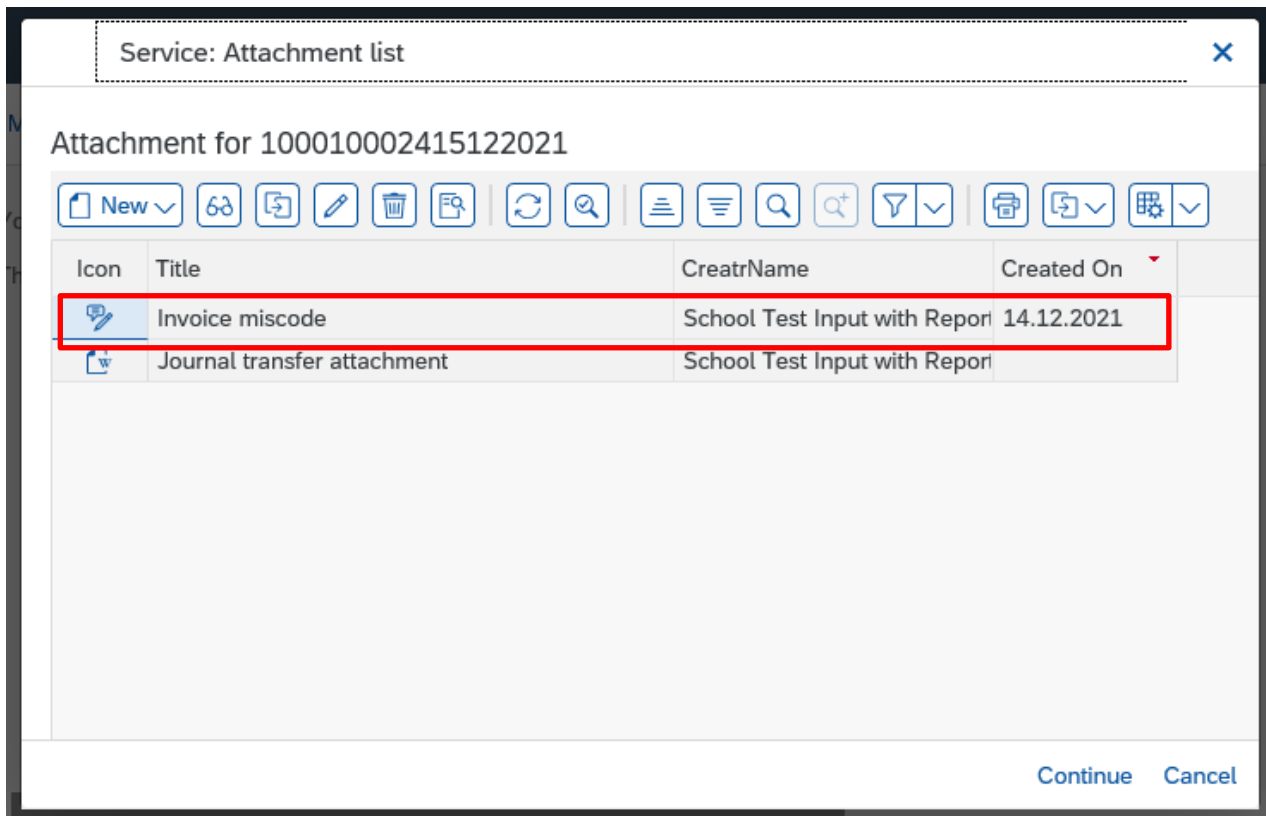
- A note will display like this. Once viewed, to exit it, click on **Cancel**
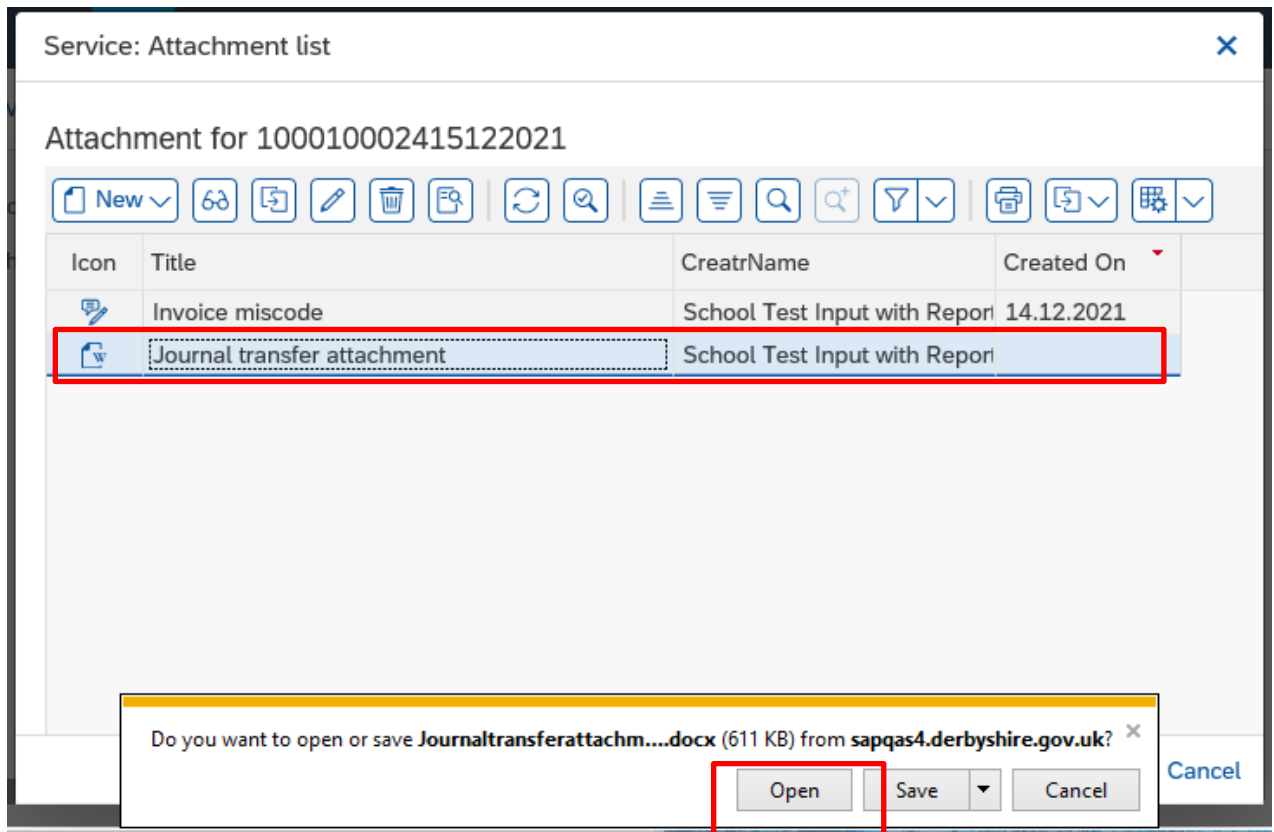
Display note   ✕
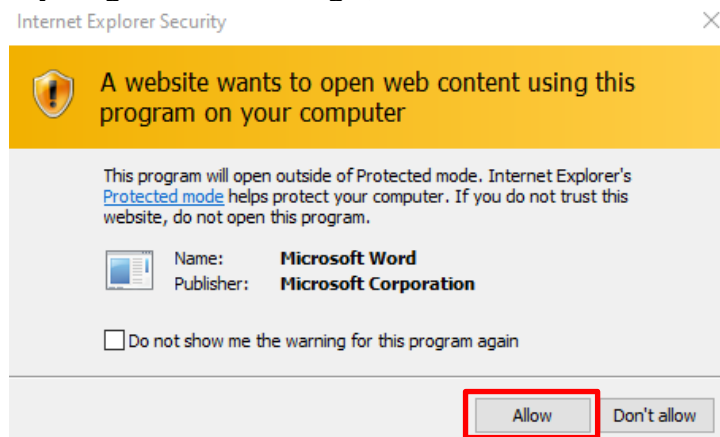
Invoice miscode

invoice ABC12345 miscoded, identified on the KSB1
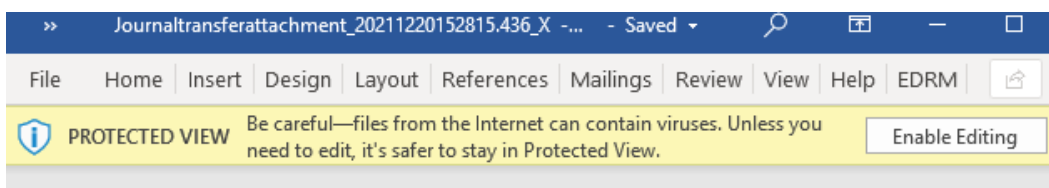
Copy   Cancel

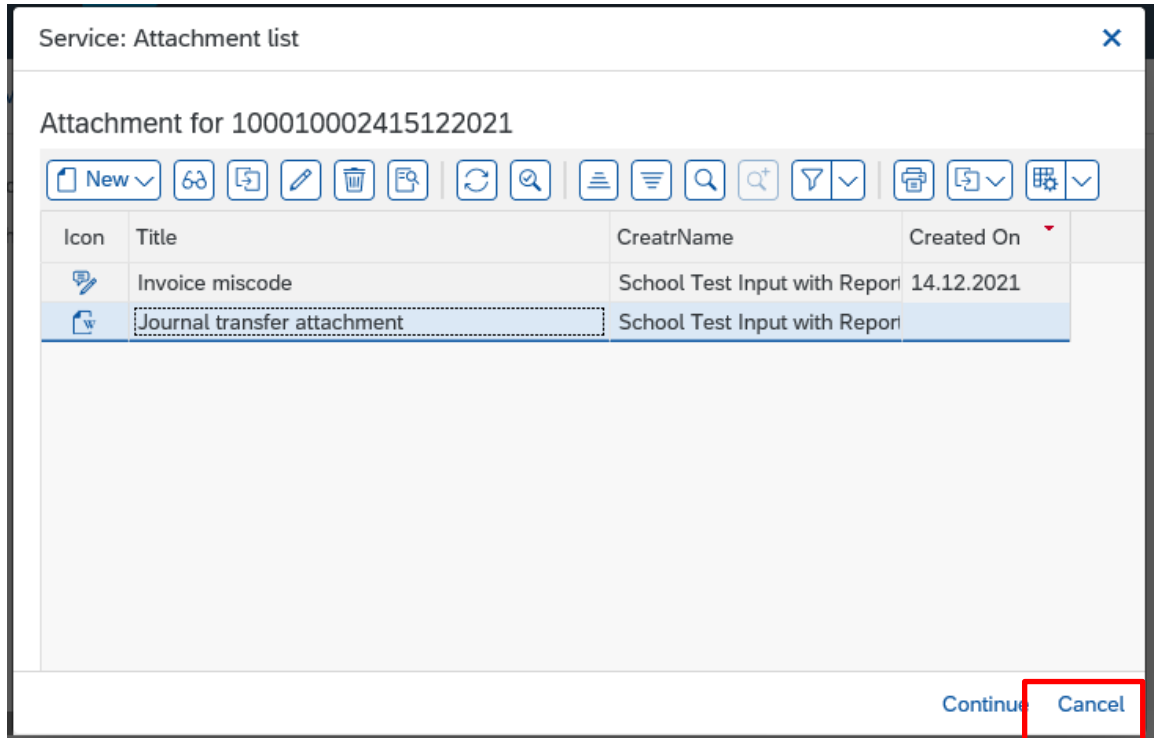- An attachment will show the following message, click on **Open**

- If you get this message, click **Allow** and the attachment will open.

- The attachment opens

- Once viewed, exit the document and then in the note/attachment screen, click on **Cancel**

- To approve, you must return to the first journal screen, so click on the **Back** arrow on the top right.

- Click **Yes** to the **Exit Editing** message

- You can now see your viewed journal highlighted, so if you are happy to approve it, click **Post**

	St.	SCCd	CoCode	Type	DocumentNo	Fiscal Yr	User	Pstng Date	AT	Changed	Doc. Date	D
☑		1000	1000	SA	1000241512	2021	SCHOOLINPRI	14.12.2021	S	14.12.2021	14.12.2021	G

Post   Cancel

- A confirmation message shows that the journal (document) has been approved and posted to your budget. Click **Exit**

Log Display

Long Text   Technical Information   Application Help   More ∨   Exit

Type	CoCd	DocumentNo	Year	Message Text
☐	1000	1000241512	2021	Document 1000241512 was posted in company code 1000

✓ Document 1000241512 was posted in company code 1000

- You are now back to the list of journals; If you have more to approve, repeat as before
- If there are no more to approve you will see the screen below, click **Exit.**

List of Parked Documents

Save as Variant...   Get Variant...   More ∨   Exit

When you have finished using SAP Fiori please ensure you log off from the system and close out of all windows.

Section 3 - How to delete a parked journal transfer (Approver only)

If your Inputter has created an incorrect journal, the Approver can delete this (Inputters cannot delete the journals). Alternatively, any unapproved journals get deleted in <mark>SAP Fiori</mark> at the beginning of the month after they were created.

<mark>Ensure you have the journal's document number and your Inputter's payroll number.</mark> Your inputter can provide you with these.

- Approver logs into **SAP** Intelligence Suite <mark>(SAP Fiori)</mark>
- Click on the **FBV0 – Post Parked Document** app.
- Click on **Document List** in the next screen.
- In the List of Parked Documents screen, enter the following:
    - **Company code: 1000**
    - **Fiscal year:** current financial year
    - **Document number:** if you know this, type in here.
    - **Document type: SA**
    - **Entered by:** your inputter's payroll number

- Click **Execute**

- The next screen will show all the Parked documents awaiting approval.
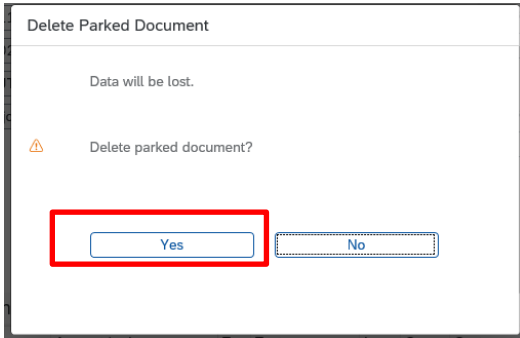
- Double click to open the journal

- The journal opens. **Check** this is the journal you wish to delete.
  (*If you are in the wrong journal, click on the **Back arrow** and exit without editing to return to the list of parked documents*)

- If this is the journal to be deleted, click on **More,** then on **Document,** then on **Delete parked document.**

- A Delete confirmation message appears, click **Yes.**

- You are now back in the Post Parked Documents screen (with the journal line still showing) but the message at the bottom left of your screen confirms the journal has been deleted

- Click on the **Back** arrow to exit
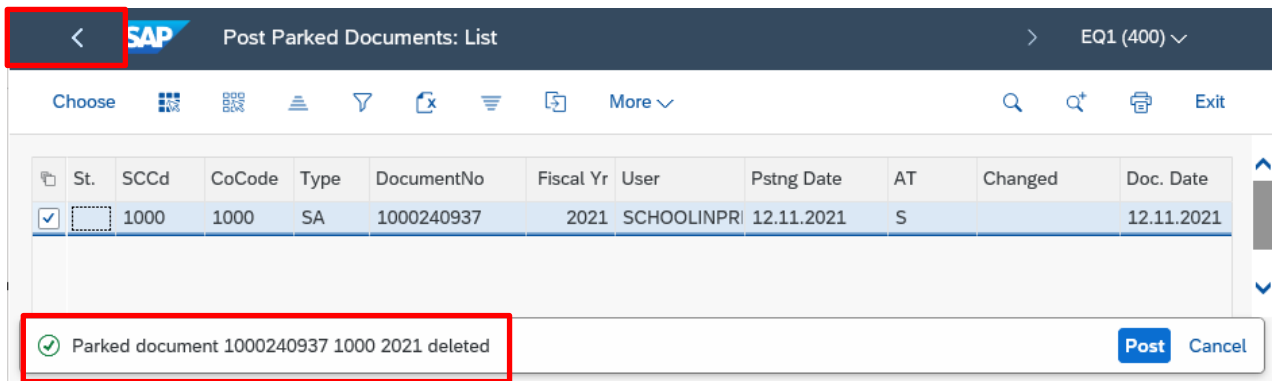
- Click on the Back arrow in the following next two screens.

- When you have finished using SAP Fiori, please ensure you log off the system and close out of all windows

Section 4 - Quick check guide to a correctly completed journal transfer.

Document Date: Date of input.

Reference: Identifies journal.

Doc.Header Text: Reason for journal.

Document Type: Must be SA.

Amount information: Debits and credits must match.

More button: Here is the Services for object option to view a note and attachment – which must be added.

SAP   Park G/L Account Document: Company Code 1000   EQ1 (400) ⌄

Tree On   Company Code   Save as Completed   Editing Options   More ⌄   Exit

Basic Data   Details

Document Date: 14.12.2021   Currency: GBP

Posting Date: 14.12.2021   Period: 9

Reference: ELEC INV MISCODE

Doc.Header Text: inv ref ABC12345

* Document Type: SA   G/L Account Document

Doc. Currency

Company Code: 1000   Derbyshire County Council Great Britain

Amount Information

Total Dr.

356.43 GBP

Total Cr.

356.43 GBP

2 Items (No entry variant selected)

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Co...	Cost center	Order	Profit center	WBS Element	N
✓	121020	Credit ⌄	356.43	VN	inv ABC123		1000	CIP		CIP(		
✓	121030	Debit ⌄	356.43	VN	inv ABC123		1000	CIP		CIP(		
		⌄					1000					
		⌄					1000					