

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.

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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**

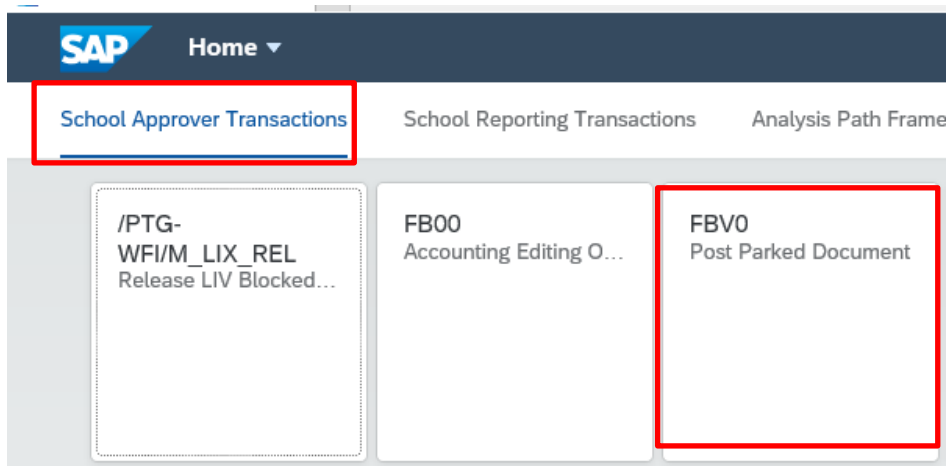
• **Schools Journal Transfers Protocols**

Section 1 – How to set up a rule (variant) to find your Inputter’s journal transfers.

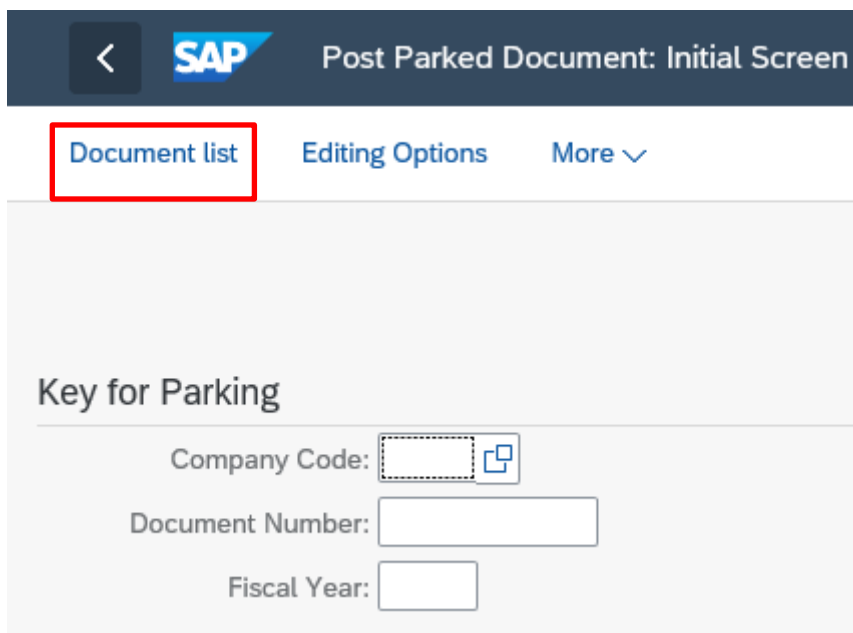
This is a one-off action for you to set up a rule in SAP to find your Inputter’s journal transfers **only**. This is the easiest way if you have several transfers to approve.

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.

SAP List of Parked Documents EQ1 (400)

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

Company code: 1000 to: [] [Copy]

Document number: [] to: [] [Copy]

Fiscal year: [] to: [] [Copy]

General Selections

Posting date: [] to: [] [Copy]

Document date: [] to: [] [Copy]

Document type: SA to: [] [Copy]

Reference: [] to: [] [Copy]

Document header text: [] to: [] [Copy]

Entered by: [] to: [] [Copy]

Processing Status

Enter release: [] to: [] [Copy]

Complete: [] to: [] [Copy]

Released: [] to: [] [Copy]

Execute

- 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.

Document number: [] to: []

Multiple Selection for Entered by

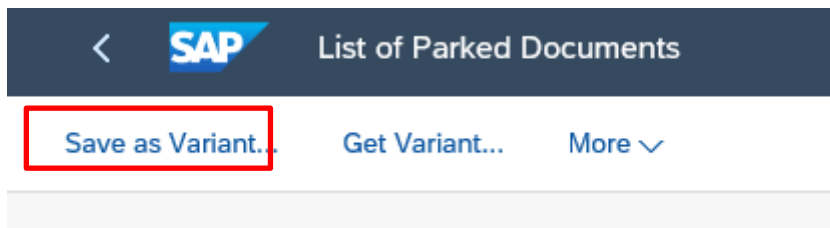
Select Single Values Select Ranges Exclude Single Values Exclude Ranges

S...	Single value
<input type="checkbox"/>	[]
<input type="checkbox"/>	[]

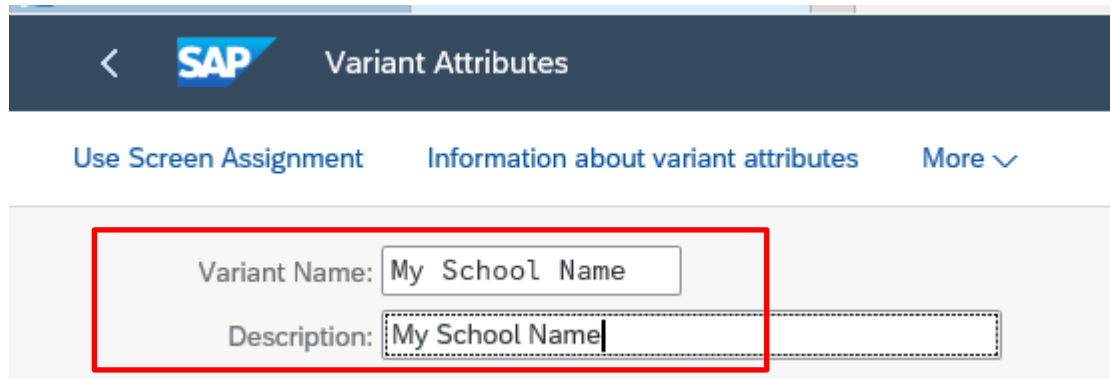
- Click the **Copy** button at the bottom of screen



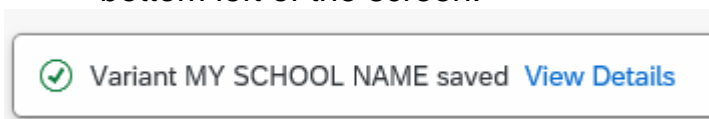
- You are now back in the previous screen, click on **Save as Variant...**



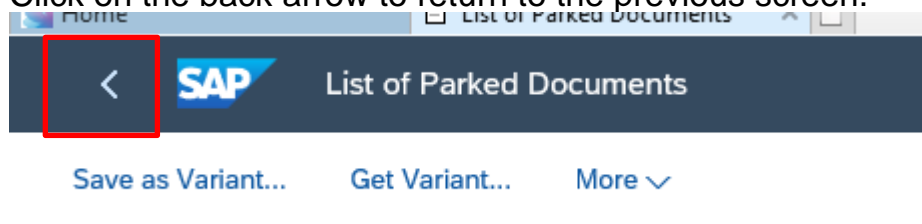
- Type your school. name in **Variant Name** and **Description**, then click on the **Save button** at the bottom right of the screen



- 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.



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


Section 2 - How to find journal transfers using the variant

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

< **SAP** Post Parked Document: Initial Screen

Document list Editing Options More ▾

Key for Parking

Company Code: 1000 

Document Number:

Fiscal Year:


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


< **SAP** List of Parked Documents


Save as Variant... **Get Variant...** More ▾


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


Find Variant ×

Variant: 

Environment: 

Created By: SCHOOLAPPROV 

Changed By: 

Original Language: 

Execute Cancel

- 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**

< **SAP** Post Parked Document: Initial Screen

Document list Editing Options More ▾

- 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**

< **SAP** List of Parked Documents > EQ1 (400) ▾

Save as Variant... Get Variant... More ▾ Exit

Company code: to:

Document number: to:

Fiscal year: to:

General Selections

Posting date: to:

Document date: to:

Document type: to:

Reference: to:

Document header text: to:

Entered by: to:

Processing Status

Enter release: to:

Complete: to:

Released: to:

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

< **SAP** Post Parked Documents: List > EQ1 (400) ▾

Choose More ▾ Q Q* Exit

St.	SCCd	CoCode	Type	DocumentNo	Fiscal Yr	User	Pstng Date	AT	Changed	Doc. Date	Doc.Header Text
<input type="checkbox"/>	1000	1000	SA	1000241512	2021	SCHOOLINPR	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

Basic Data Details Workflow

Document Date: 14.12.2021 Currency: GBP
 Posting Date: 14.12.2021 Period: 9
 Document Number: 1000241512
 Reference: ELEC INV MISCODE
 Doc.Header Text: Gas inv ref ABC12345
 Document Type: SA G/L Account Document
 Doc. Currency
 Company Code: 1000 Derbyshire County Council Great Britain

Amount Information

Total Dr. 370.43 GBP
 Total Cr. 370.43 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
<input checked="" type="checkbox"/>	121020	Credit	370.43	VN	inv ABC123	1000				CIP	
<input checked="" type="checkbox"/>	121030	Debit	370.43	VN	inv ABC123	1000				CIP	
<input type="checkbox"/>						1060					

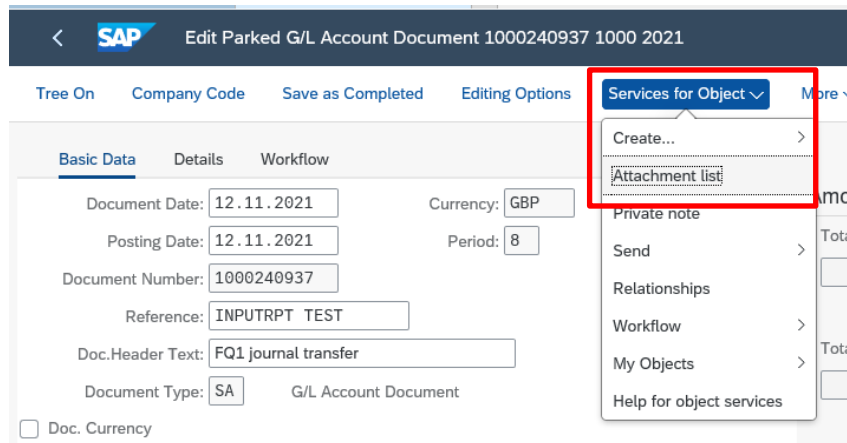
Save parked document Cancel

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

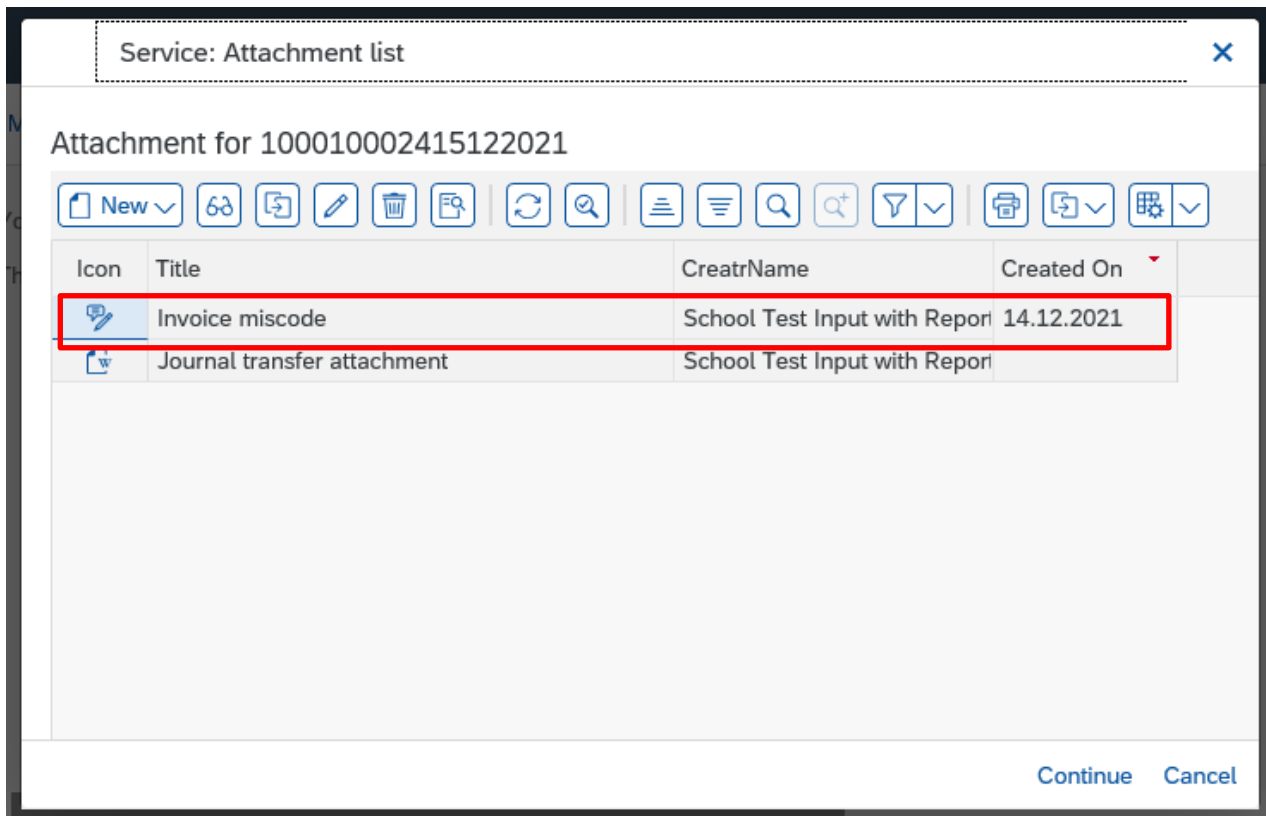
Please refer to the last page in this guide – **Quick check guide to a correctly coded journal transfer.**

- **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**

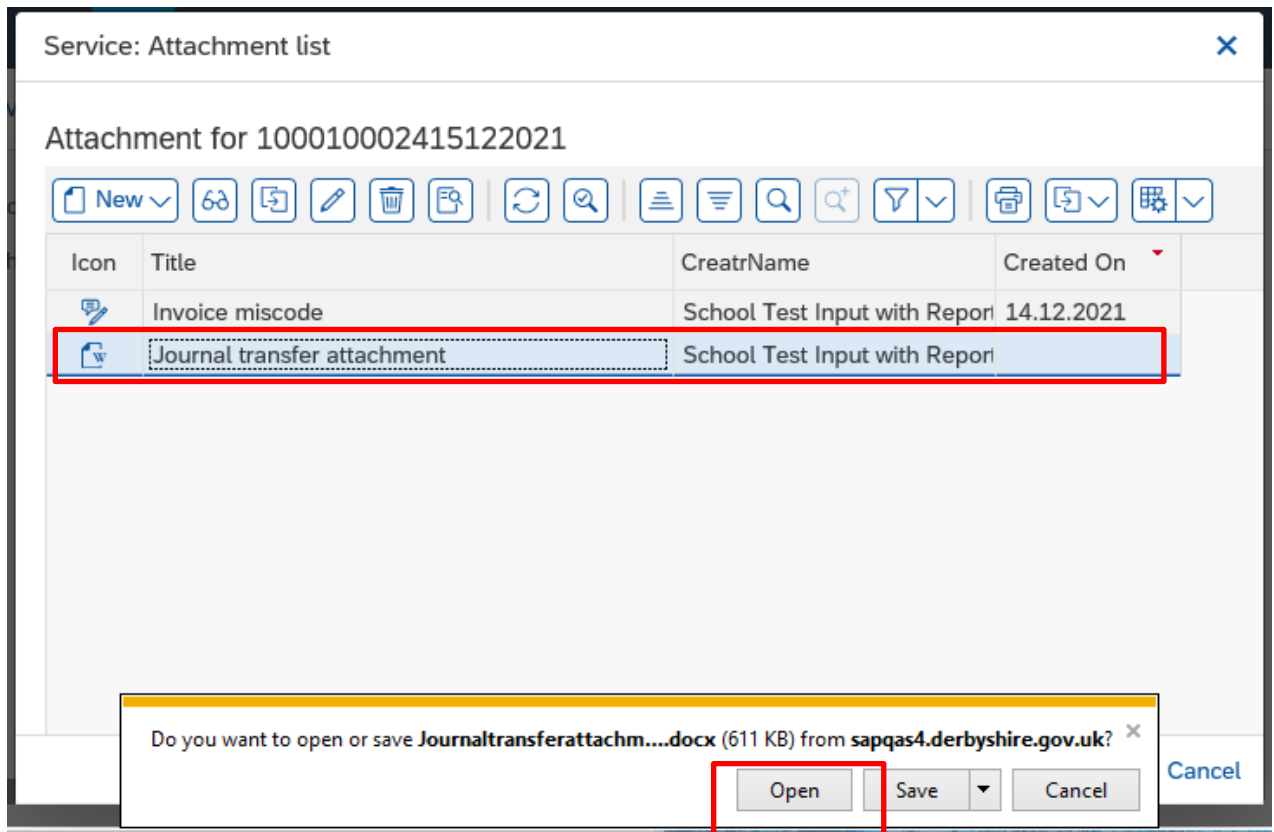
Display note ✕

Invoice miscode

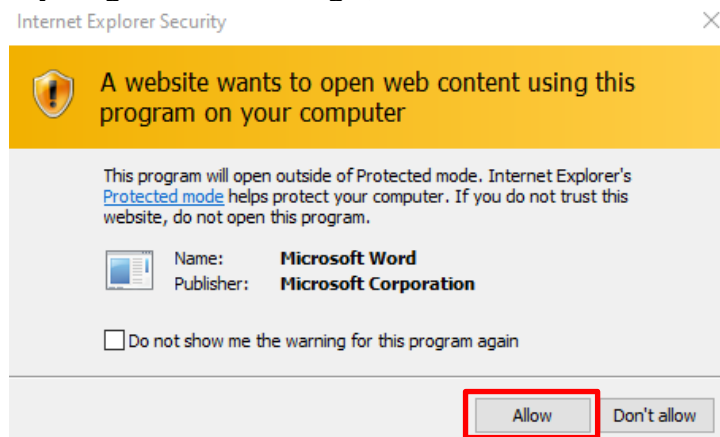
invoice ABC12345 miscoded, identified on the KSB1

Copy Cancel

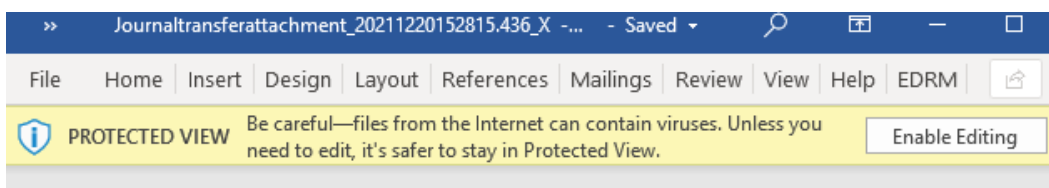
- An attachment will show the following message, click on **Open**



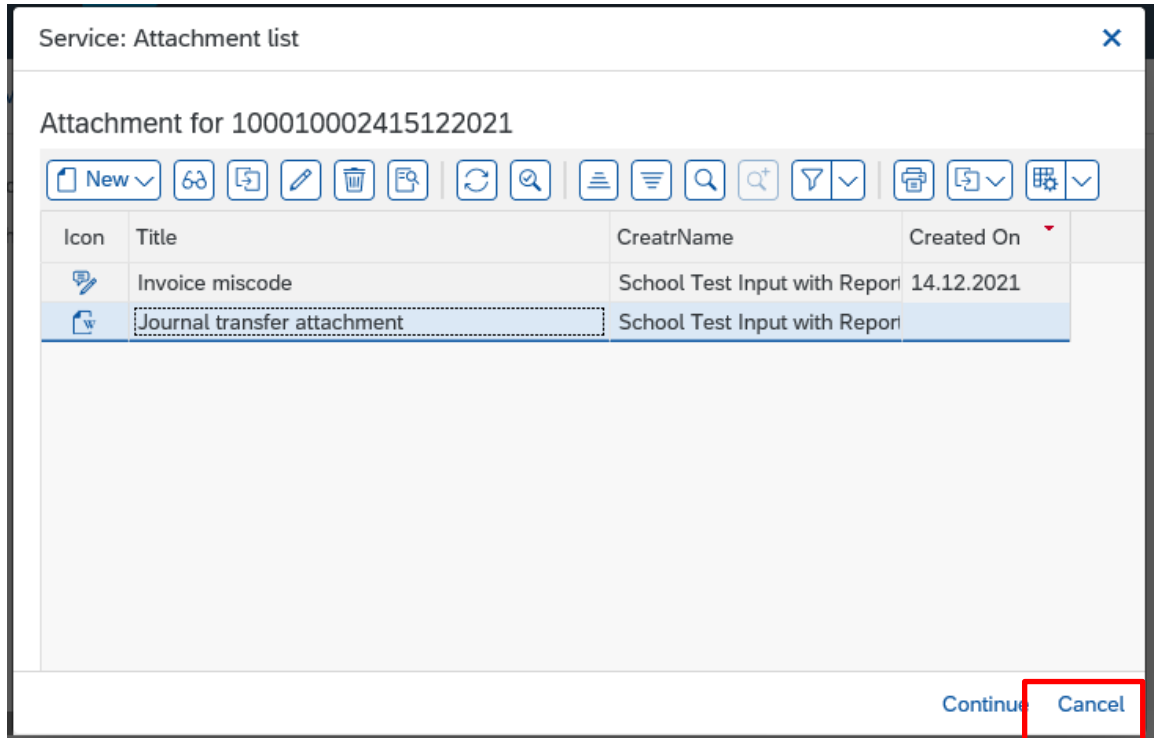
- If you get this message, click **Allow** and the attachment will open.



- 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.

Basic Data Details Workflow

Document Date: 14.12.2021 Currency: GBP
Posting Date: 14.12.2021 Period: 9
Document Number: 1000241512
Reference: ELEC INV MISCODE
Doc.Header Text: Gas inv ref ABC12345
Document Type: SA G/L Account Document
 Doc. Currency
Company Code: 1000 Derbyshire County Council Great Britain

Amount Information

Total Dr. _____
Total Cr. _____

2 Items (No entry variant selected)

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Co...	Cost center	Order	Profit
<input checked="" type="checkbox"/>	121020	Credit	370.43	VN	inv ABC123		1000	CIP:		CIP:
<input checked="" type="checkbox"/>	121030	Debit	370.43	VN	inv ABC123		1000	CIP:		CIP:

Save parked document Cancel

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

Exit Editing

Data will be lost.

Do you want to exit editing?

Yes No

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

The screenshot shows the SAP Fiori interface for 'Post Parked Documents: List'. The table below contains the following data:

St.	SCCd	CoCode	Type	DocumentNo	Fiscal Yr	User	Pstng Date	AT	Changed	Doc. Date	Di	
<input checked="" type="checkbox"/>		1000	1000	SA	1000241512	2021	SCHOOLINPRI	14.12.2021	S	14.12.2021	14.12.2021	G

At the bottom right, there is a 'Post' button and a 'Cancel' button, both highlighted with red boxes.

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

The screenshot shows the SAP Fiori 'Log Display' screen. The message text is: 'Document 1000241512 was posted in company code 1000'. An 'Exit' button is highlighted in red at the top right.

- 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**.

The screenshot shows the SAP Fiori 'List of Parked Documents' screen. An 'Exit' button is highlighted in red at the bottom right.

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 **SAP Fiori** at the beginning of the month after they were created.

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

- Approver logs into **SAP** Intelligence Suite (**SAP Fiori**)
- 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 screenshot shows the SAP Fiori 'List of Parked Documents' interface. The top navigation bar includes the SAP logo, the title 'List of Parked Documents', and a dropdown menu for 'EQ1 (400)'. Below the navigation bar are options for 'Save as Variant...', 'Get Variant...', 'More', and 'Exit'. The main content area is divided into sections: 'General Selections', 'Processing Status', and 'Entered by'. The 'General Selections' section is highlighted with a red box and contains the following fields: 'Company code: 1000', 'Document number: 1000240937', 'Fiscal year: 2021', 'Posting date:', 'Document date:', 'Document type: SA', 'Reference:', 'Document header text:', and 'Entered by: SCHOOL INPRPT'. To the right of these fields are several 'to:' labels with input boxes and arrows. The 'Processing Status' section includes 'Enter release:', 'Complete:', and 'Released:' checkboxes. At the bottom right, the 'Execute' button is highlighted with a red box.

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

St.	SCCd	CoCode	Type	DocumentNo	Fiscal Yr	User	Pstng Date	AT	Changed	Doc. Date
	1000	1000	SA	1000240937	2021	SCHOOLINPR	12.11.2021	S		12.11.2021

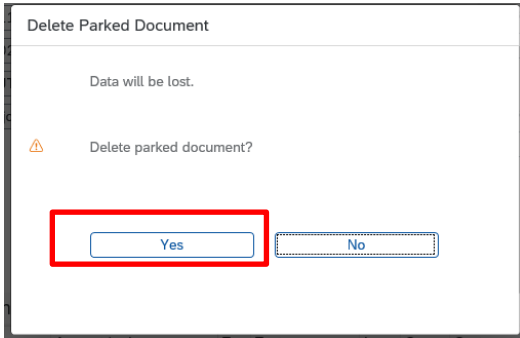
- The journal opens. **Check** this is the journal you wish to delete.
(If you are in the wrong journal, click on the **Back arrow** and exit without editing to return to the list of parked documents)
- If this is the journal to be deleted, click on **More**, then on **Document**, then on **Delete parked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

Document Date: 12.11.2021
Posting Date: 12.11.2021
Document Number: 1000240937
Reference: INPUTRPT TEST
Doc. Header Text: FQ1 journal transfer
Document Type: SA G/L Account Document
Doc. Currency:
Company Code: 1000 Derbyshire County Council

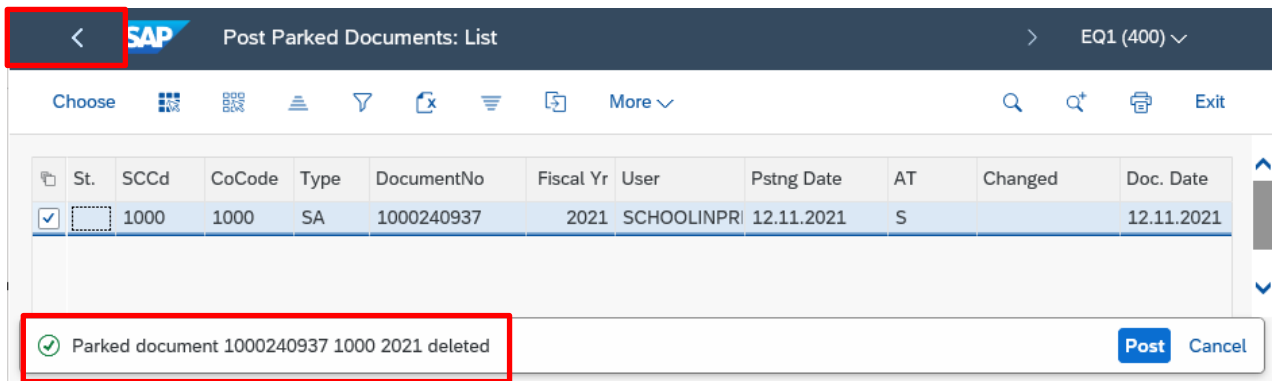
2 Items (No entry variant selected)

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Co...	Cost center	Order	Profit
<input checked="" type="checkbox"/>	121030	Credit	348.77	VN	Inputrpt journal	1000	CIS.			CIS4
<input checked="" type="checkbox"/>	121020	Debit	348.77	VN	Inputrpt journal	1000	CIS.			CIS4
<input type="checkbox"/>						1000				

- 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.

The screenshot shows the SAP 'Park G/L Account Document' interface for Company Code 1000. The 'More' button in the top navigation bar is highlighted with a red box. Below it, the 'Basic Data' section is highlighted with a red box, containing fields for Document Date (14.12.2021), Currency (GBP), Posting Date (14.12.2021), Period (9), Reference (ELEC INV MISCODE), Doc.Header Text (inv ref ABC12345), and Document Type (SA). To the right, the 'Amount Information' section is highlighted with a red box, showing Total Dr. and Total Cr. both at 356.43 GBP. At the bottom, a table of items is shown, with the first two rows highlighted by a red box:

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Co...	Cost center	Order	Profit center	WBS Element	M
<input checked="" type="checkbox"/>	121020	Credit	356.43	VN	inv ABC123		1000	CIP		CIP!		
<input checked="" type="checkbox"/>	121030	Debit	356.43	VN	inv ABC123		1000	CIP		CIP!		