

Journal Transfer - Create Park G/L Account Items - FV50

This guidance shows SAP Inputters how to create a journal transfer, add attachments or notes and view and edit a parked (saved) journal.

Contents:

Description	Page number
Introduction	1
1.1 Making the document type show (a one-off action)	2
1.2 Creating the journal transfer	5
1.3 Adding an attachment or note	8
1.4 Viewing and/or editing a parked journal (Inputter only)	15
1.5 Entering multiple rows within a single journal	17
1.6 Journals with SIO's	17
1.7 Journals to transfer Devolved Formula Capital (DFC) expenditure	18
1.8 Approving journal transfers	18
1.9 Deleting a journal transfer	18
Quick guide to a correctly completed journal transfer	19

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 have to be approved before they show in your budget.

The SAP Inputter creates the journal transfer and the SAP Approver approves the journal before the end of the month they are created in.

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 have to be approved by the end of the month they are created in (or they are then deleted).

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

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

- **Schools Journal Transfers Protocols**

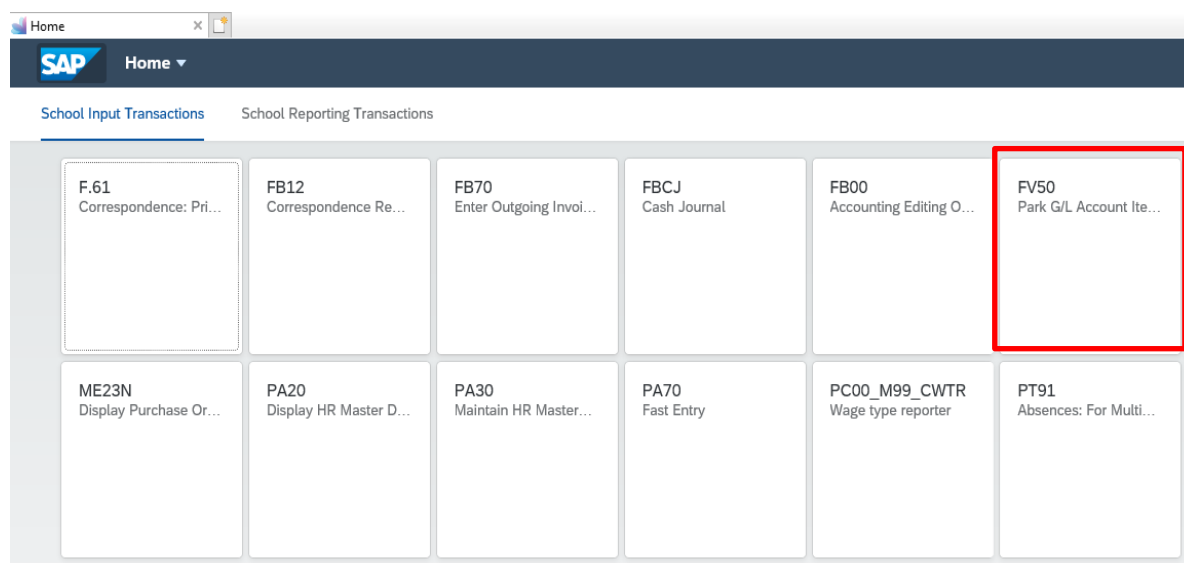
Before you create your first journal transfer you must follow the instructions below to ensure the journal transaction screen displays correctly.

This is a one-off action.

1.1 Making the document type show

(Log into SAP Fiori)

- This loads the Fiori Dashboard
- Click on the **FV50 Park G/L Account Items app.**



You will now be in the FV50 Park G/L Account Items screen.

Menu ▾ Tree On Company Code Save as Completed Editing Options Exit

Basic Data Details

Document Date: Currency: GBP
Posting Date: 06.02.2024 Period: 11
Reference:
Doc. Header Text:
* Document Type: SA G/L Account Document
 Doc. Currency
Company Code: 1000 Derbyshire County Council Great Britain

Amount Information

Total Dr. GBP
Total Cr. GBP

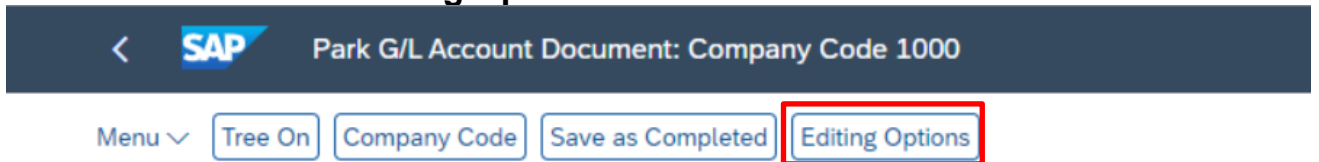
0 Items (No entry variant selected)

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Co...	Cost center	Order	Profit center	WBS Element	Material
<input type="checkbox"/>	<input type="text"/>	▼				<input type="text"/>	1000					
<input type="checkbox"/>	<input type="text"/>	▼				<input type="text"/>	1000					
<input type="checkbox"/>	<input type="text"/>	▼				<input type="text"/>	1000					
<input type="checkbox"/>	<input type="text"/>	▼				<input type="text"/>	1000					
<input type="checkbox"/>	<input type="text"/>	▼				<input type="text"/>	1000					

Save parked document Cancel

If this is the first time you are using this transaction, you will need to set up the screen parameters.

- In this screen click on **Editing Options**



- Scroll to the bottom of the next screen, click on the drop-down arrow by **Doc type option** and select **Document type ready for input**
- Ensure that these two tick boxes are checked:
 - **Display periods**
 - **Posting in special periods possible**

Special Options for Single Screen Transactions

- Hide Transaction
- Propose Final Amount
- Display Periods
- Posting in Special Periods Possible
- Always Use Payment Base Deadline

Doc.Type Option: Document type ready for input

- Document Date Equals Pstg Date
- Complex Search for Business Partner
- Propose Last Tax Code
- Tax Code: Only Display Short Text

Special Options for SAP Fiori UIs

- Entry in local G/L account number
- Use freely-defi. cur

Change user master Cancel

- Now click on the **Change User master button** (this saves your changes)
- A saved changes message appears at the bottom left of your screen

✔ The options were entered in the user master record

- Click on the **Back** arrow to return to the journal input screen



- The Document type field will now be visible:

< SAP Park G/L Account Document: Company Code 1000

Menu ▾ Tree On Company Code Save as Completed Editing Options

Basic Data Details

Document Date: [] Currency: GBP

Posting Date: 06.02.2024 Period: 11

Reference: []

Doc.Header Text: []

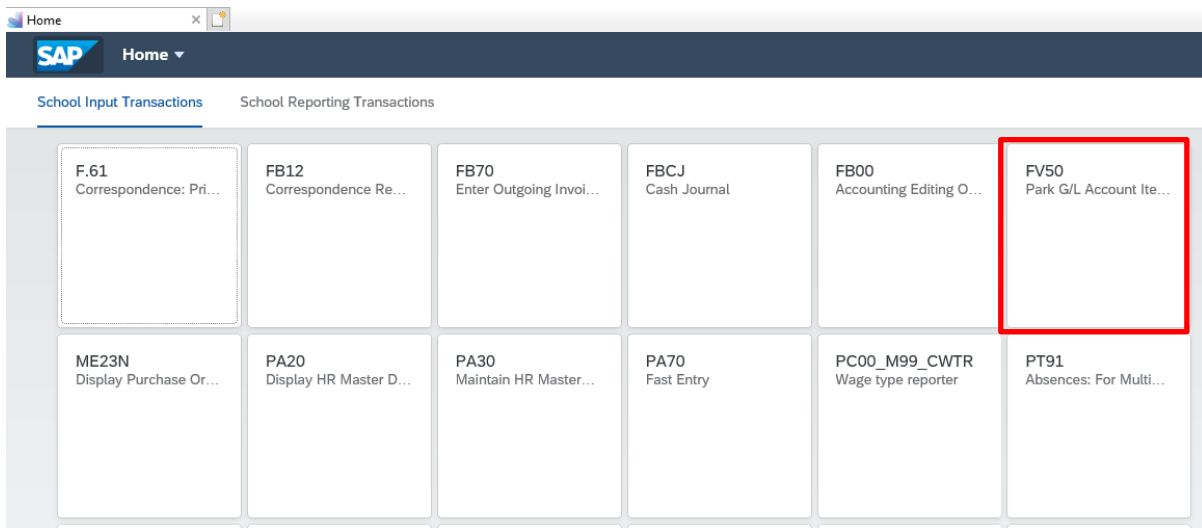
* Document Type: SA G/L Account Document

Doc. Currency

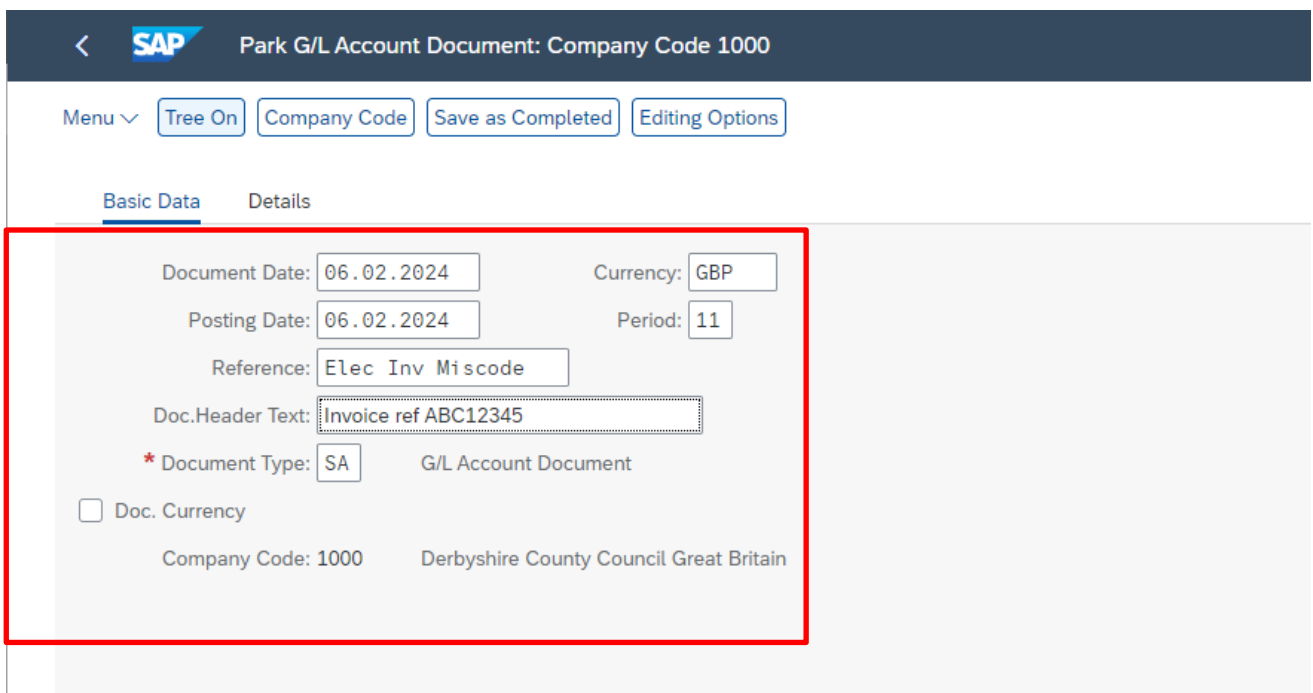
Company Code: 1000 Derbyshire County Council Great Britain

1.2 Creating the journal transfer

- If you're not already in FV50, click on the **FV50 – Park G/L Account Items app**



- In **Document Date**, type in today's date in DD.MM.YYYY format (this must be the date of input)
- In **Reference**, type a title to identify it for future reference
- In **Doc.Header text**, type text to further identify the reason for creating the transfer
- Ensure **Document Type** shows as **SA** (this is the default setting). If the document type doesn't show, go back up to **Section 1.1**.



Now to enter the first line:

- In **G/L acct**, to enter a General Ledger code, type in the 6 digit number (*if you don't know this, you can click on the search squares to find it by description*)
- In the **D/C** field, select **Credit** or **Debit** from the drop down list
- In **Amount in doc.curr.** type in the (net) amount you wish to transfer
- In the **Tax code** field, type the VAT code in the Tax Code field (**AN** if the general ledger code starts with 2 and **VN** for all other codes)
- In **Text**, type text giving the reason for the journal. This text will appear on the KSB1 Postings report.
- Enter the **Cost centre** in the cost centre column **or** an SIO in the **Order** column

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Co...	Cost center	Order	Profit center	WBS Element	Material	Per. o
<input checked="" type="checkbox"/>	121020	Credit	120.00	VN	Gas Inv ABC...		1000	CIP1234					

Once this first line has been input, repeat this process on the next line but with the opposite Debit/Credit selected in the D/C field.

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	Material	Per. o
<input checked="" type="checkbox"/>	121020	Credit	120.00	VN	Gas Inv ABC...		1000	CIP1234			CIP1234		
<input checked="" type="checkbox"/>	121030	Debit	120.00	VN	Inv ABC...		1000	CIP1234			CIP1234		

(If you are inputting a multi-line journal, go to Section 1.5 on page 16)

- After you have entered both lines, click **Enter** on your keyboard; this checks the journal contains valid information.
- You will see green ticks at the start of both lines.
The total debits and total credits must equal zero – look at the **Amount information** section on the right hand side to view this - **Total Debits** and **Total Credits**.

Basic Data Details

Document Date: 06.02.2024 Currency: GBP
Posting Date: 06.02.2024 Period: 11
Reference: ELEC INV MISCODE
Doc.Header Text: Invoice ref ABC12345
* Document Type: SA G/L Account Document
 Doc. Currency
Company Code: 1000 Derbyshire County Council Great Britain

Amount Information

Total Dr. 120.00 GBP
Total Cr. 120.00 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	Material
<input checked="" type="checkbox"/>	121020	Credit	120.00	VN	nv ABC...		1000	CIP1234		CIP1234		
<input checked="" type="checkbox"/>	121030	Debit	120.00	VN	Inv ABC...		1000	CIP1234		CIP1234		
<input type="checkbox"/>							1000					
<input type="checkbox"/>							1000					
<input type="checkbox"/>							1000					

Save parked document Cancel

If an entry is incorrect e.g., an **invalid** GL code, a message will show at the bottom left of the screen. To correct, re-enter with the correct information and click **Enter**

- To save and create (Park) the journal, click on **Save parked document**

Basic Data Details

Document Date: 06.02.2024 Currency: GBP
Posting Date: 06.02.2024 Period: 11
Reference: ELEC INV MISCODE
Doc.Header Text: Invoice ref ABC12345
* Document Type: SA G/L Account Document
 Doc. Currency
Company Code: 1000 Derbyshire County Council Great Britain

Amount Information

Total Dr. 120.00 GBP
Total Cr. 120.00 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	Material
<input checked="" type="checkbox"/>	121020	Credit	120.00	VN	nv ABC...		1000	CIP1234		CIP1234		
<input checked="" type="checkbox"/>	121030	Debit	120.00	VN	Inv ABC...		1000	CIP1234		CIP1234		
<input type="checkbox"/>							1000					
<input type="checkbox"/>							1000					
<input type="checkbox"/>							1000					

Save parked document Cancel

The document number of the journal will show on the bottom left of the screen; make a note of this for your Approver.



The journal has now been created.

In accordance with Audit requirements, an attachment or note must be added to the journal.

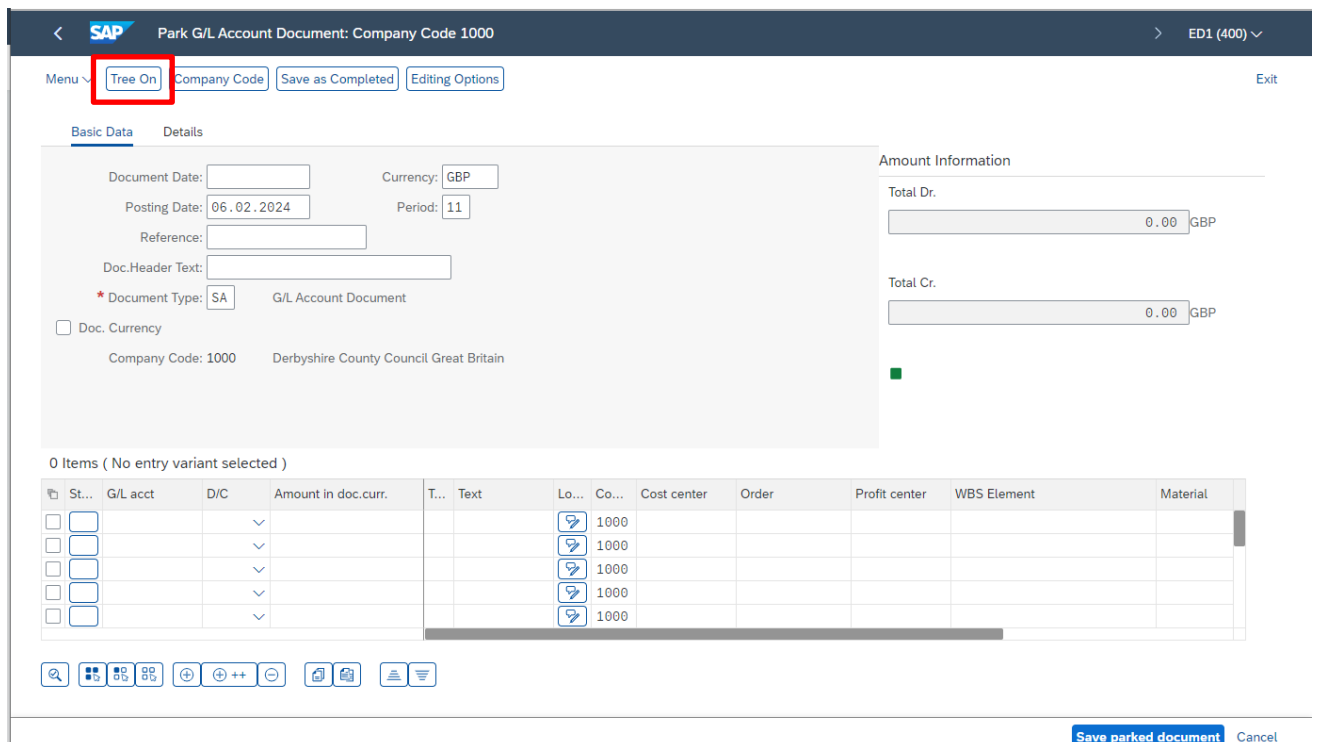
1.3 Adding an Attachment or Note

It is an **Audit** requirement that you **must** add an attachment or note to all journal transfers. Attachments or notes can only be added after you have saved (parked) your journal transfer in **FV50**.

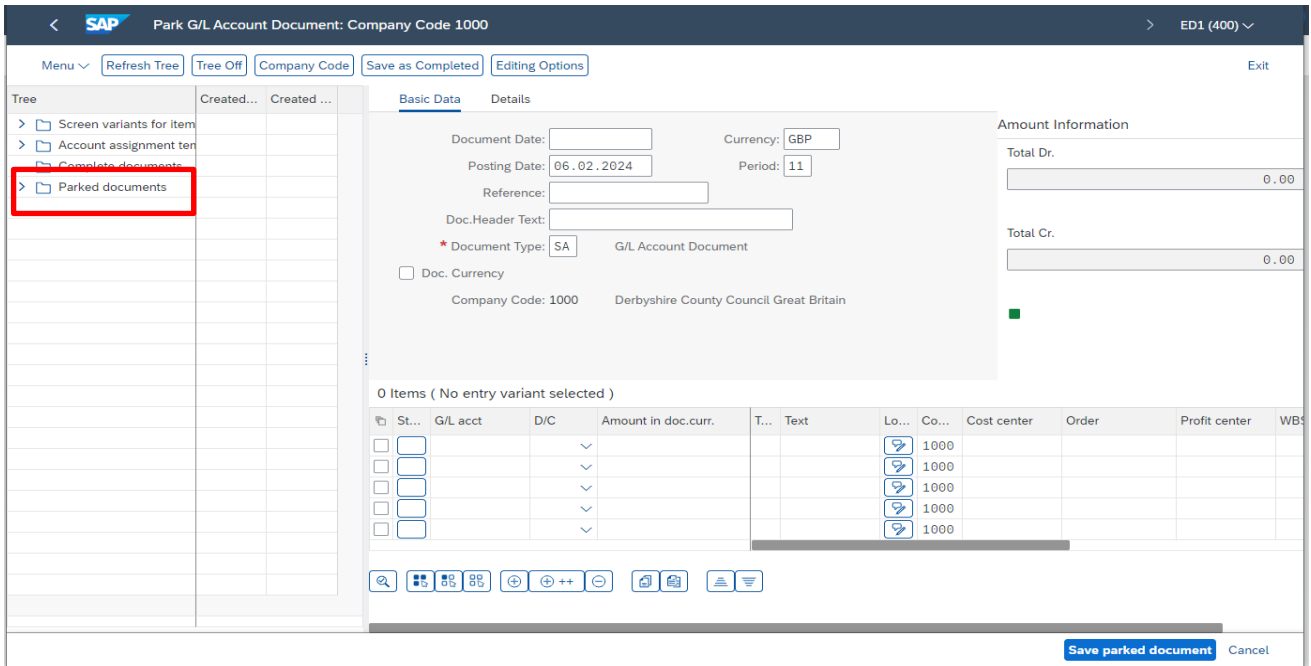
Before adding an attachment (e.g., spreadsheet, word document, email, scanned invoice image), save it to your desktop so it is ready for selection (Remember to delete or move from your desktop when successfully added).

Before adding a note, where you can type the details directly into the Note field, you may wish to type the details onto a word document from where you can use Ctrl C and Ctrl V to paste into the journal's note field.

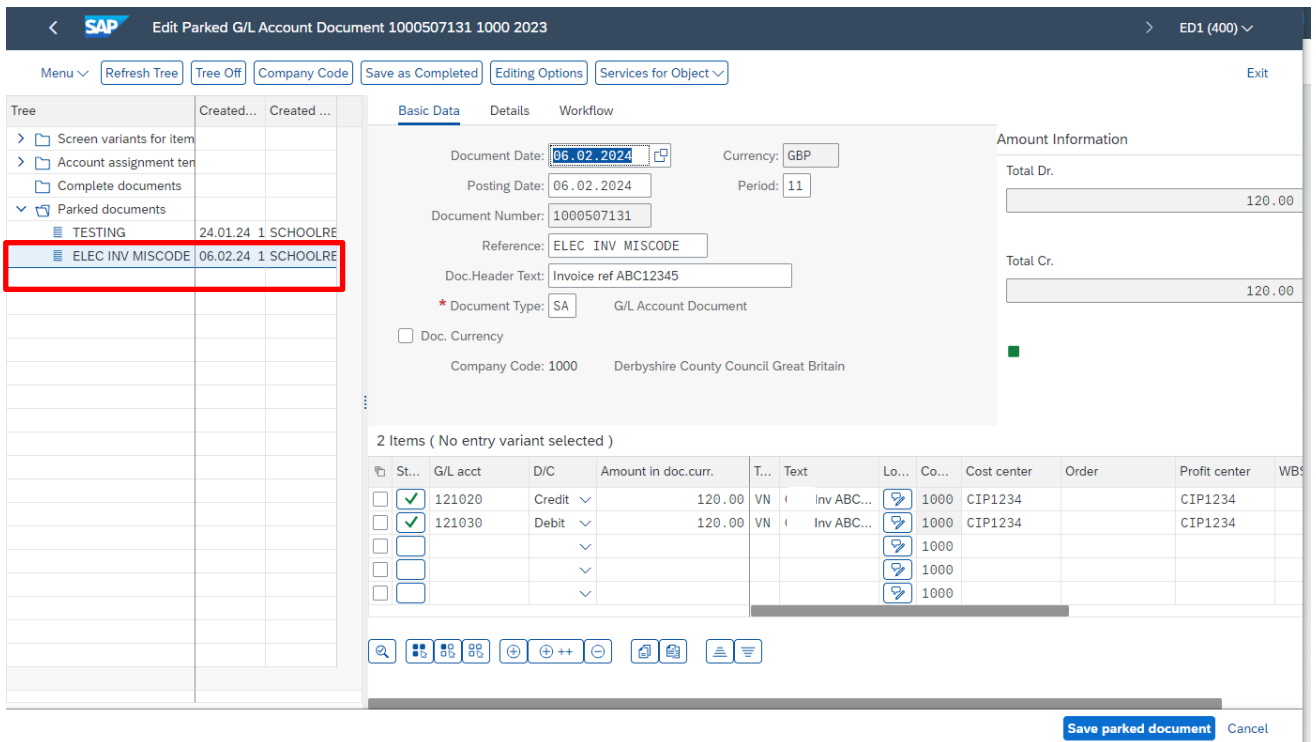
- Still in this blank FV50 screen, click on **Tree on**



- Click on the **arrow** of the **Parked documents** folder to display your journals awaiting approval.

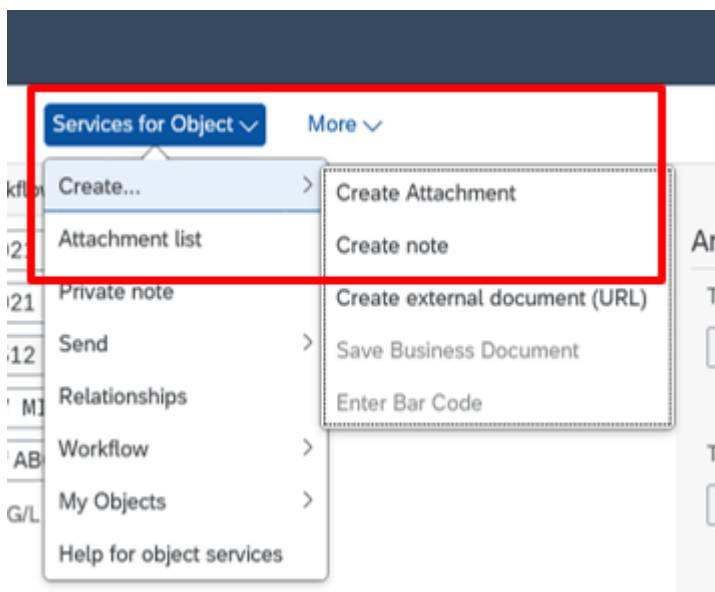


- Double click on the journal in the **Parked documents** folder to open it - the details will populate the right side of the screen



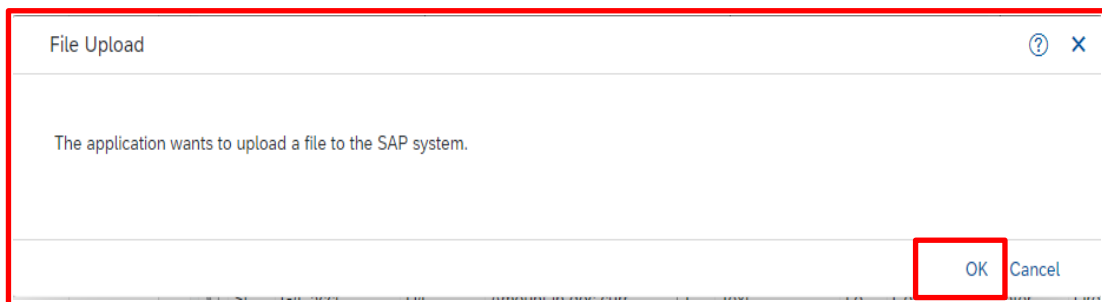
- You will now see **Services for Object** on the top menu line

- Click on **Services for Object**, then **Create**, then either **Create Attachment** or **Create Note** as required

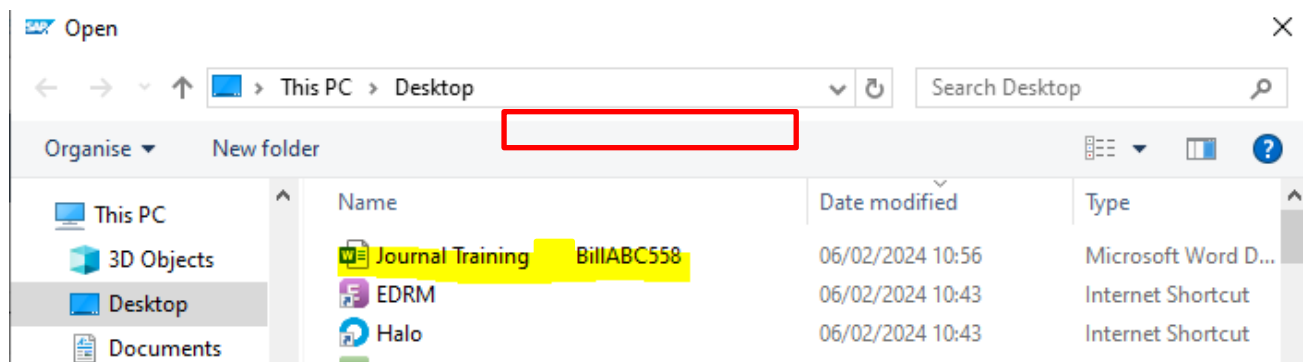


A: Create attachment:

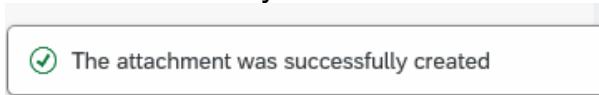
- Click **Create Attachment**
- Click **Ok** to the file upload message.



- Navigate to where your file is saved and **double click** on the file.



- A message in the bottom left of the screen shows that your attachment has been successfully created.

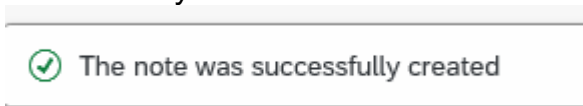


B: Create Note:

- Click **Create Note** and a note window appears
- Type in the **Title** of your note (but don't click Enter on your keyboard)
- In the **Text** area, type the details. You can copy and paste into there, using Ctrl C and Ctrl V
- Click **Copy**

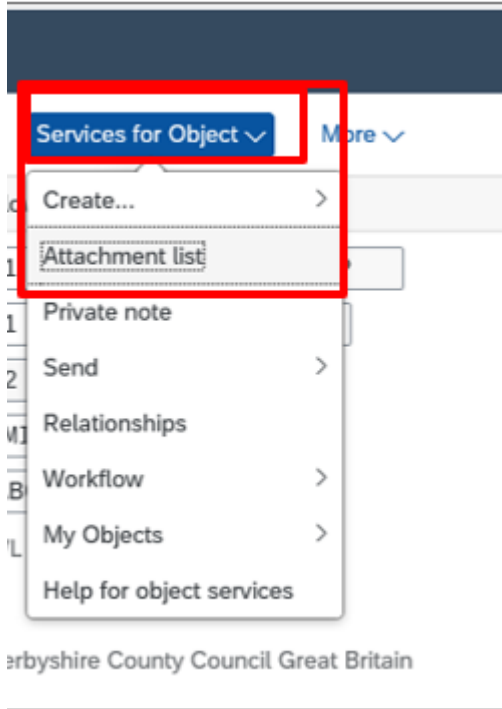
A screenshot of a "Create note" dialog box. The title bar at the top left says "Create note" and has a close button (X) on the right. Below the title bar, there is a text input field labeled "Title of note:" containing the text "Invoice Miscode". Below the title field is a large text area containing the text "invoice ABC12345 miscoded. Identified on the KSB1 report". At the bottom right of the dialog box, there are two buttons: "Copy" and "Cancel". The "Copy" button is highlighted with a red rectangular box.

- A message in the bottom left of the screen shows that your note has been successfully created.

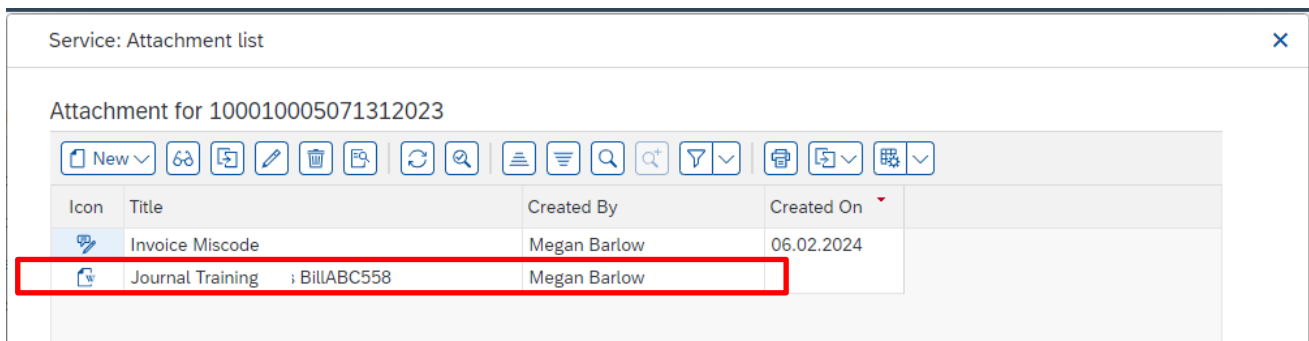


To view the attachment or note:

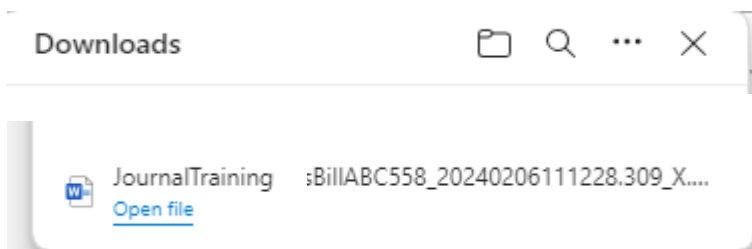
- Click on **Services for Object** and then on **Attachment list**



- **Double click** on the attachment or note to open and view it.



- **For attachments**, you will see the following - click on **Open file**.



The document will then open.



Invoice

VAT registration No: 495 8858 2564

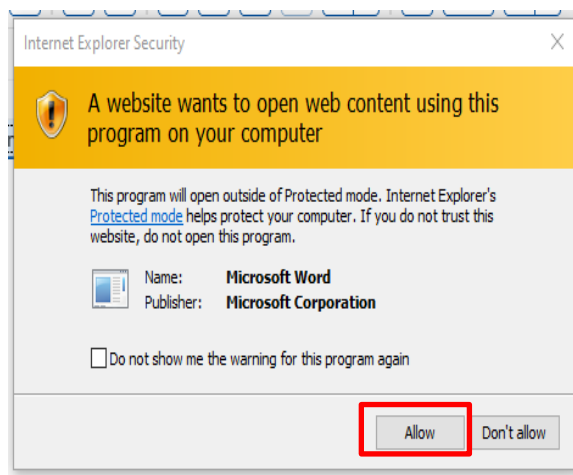
Payments made to ABC Training Services Ltd, 8229 High Street, Salem,SN12 2GC

Any Town Inf School
Derbyshire County Council
Smedley Street
Matlock
Derbyshire
DE4 3XZ

Our Reference: TCP192831
Your reference: XYZ123
Contact: 020 735 987456

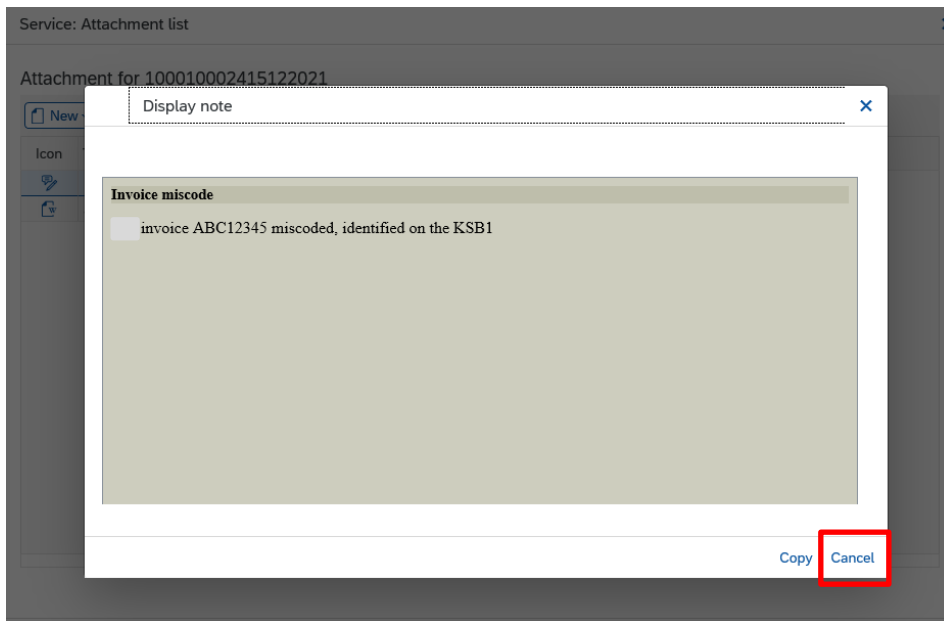
	Invoice No	ABC12345
	Invoice Date:	04.01.2024

- If you see the following message, click **Allow**.



The attachment now opens on your screen.

For a note, after double clicking, the note opens on screen

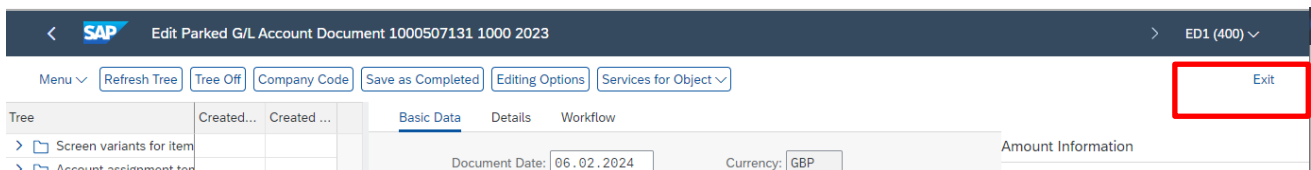


- To exit the note or attachment windows, click **Cancel**

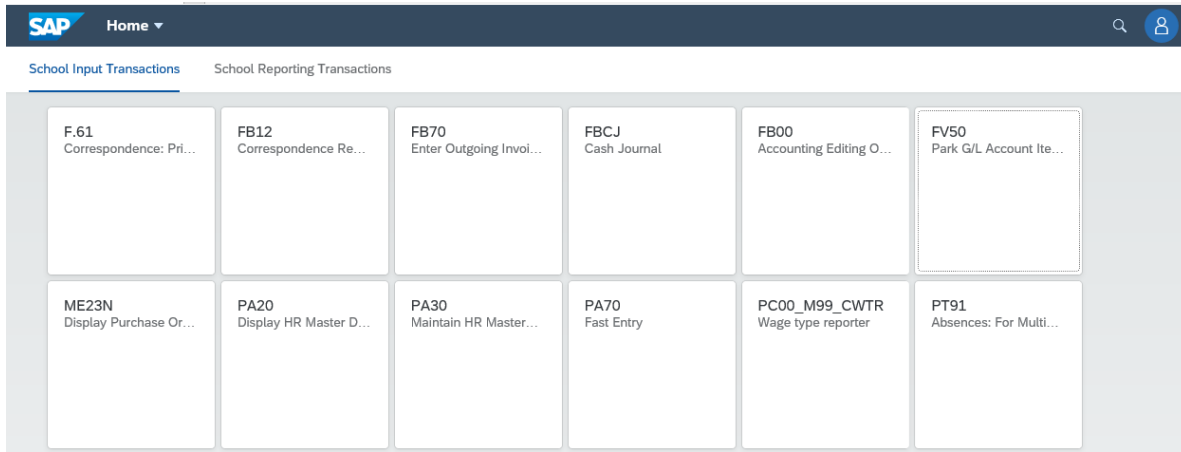


At this stage, you have completed the whole process of entering a journal.

- Click **Exit** in the FV50 screen



- This brings you back to your Fiori Dashboard

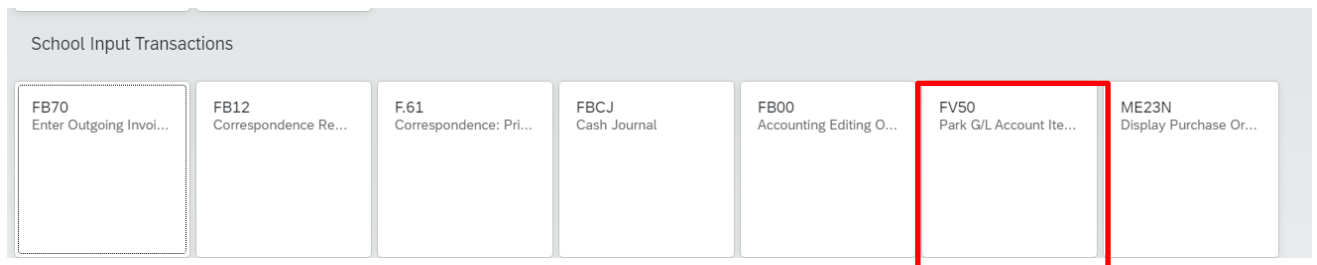


When you have created a Journal Transfer and added an attachment or note, it requires approving (Posting), before it shows in your posting reports, **see Section 1.8 of this guide.**

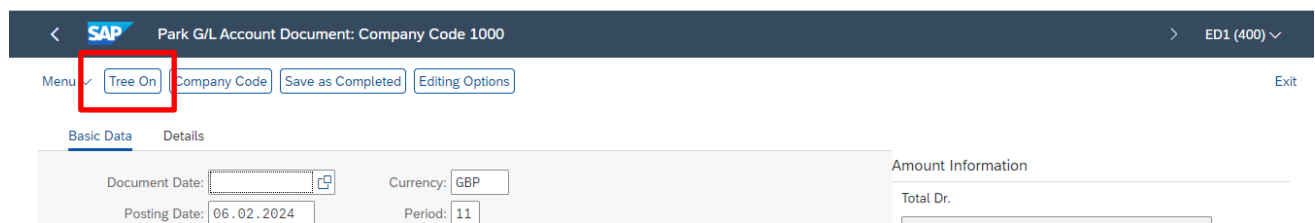
1.4 Viewing and/or editing a Parked Journal (Inputter only)

If you need to view or edit a journal transfer, you can only do this before it has been approved; it will show in the Parked documents folder.

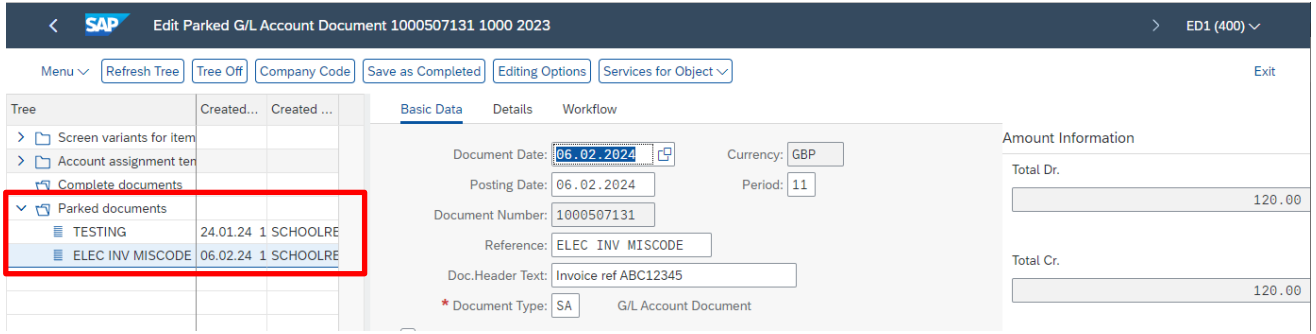
- Click on the **FV50 app**



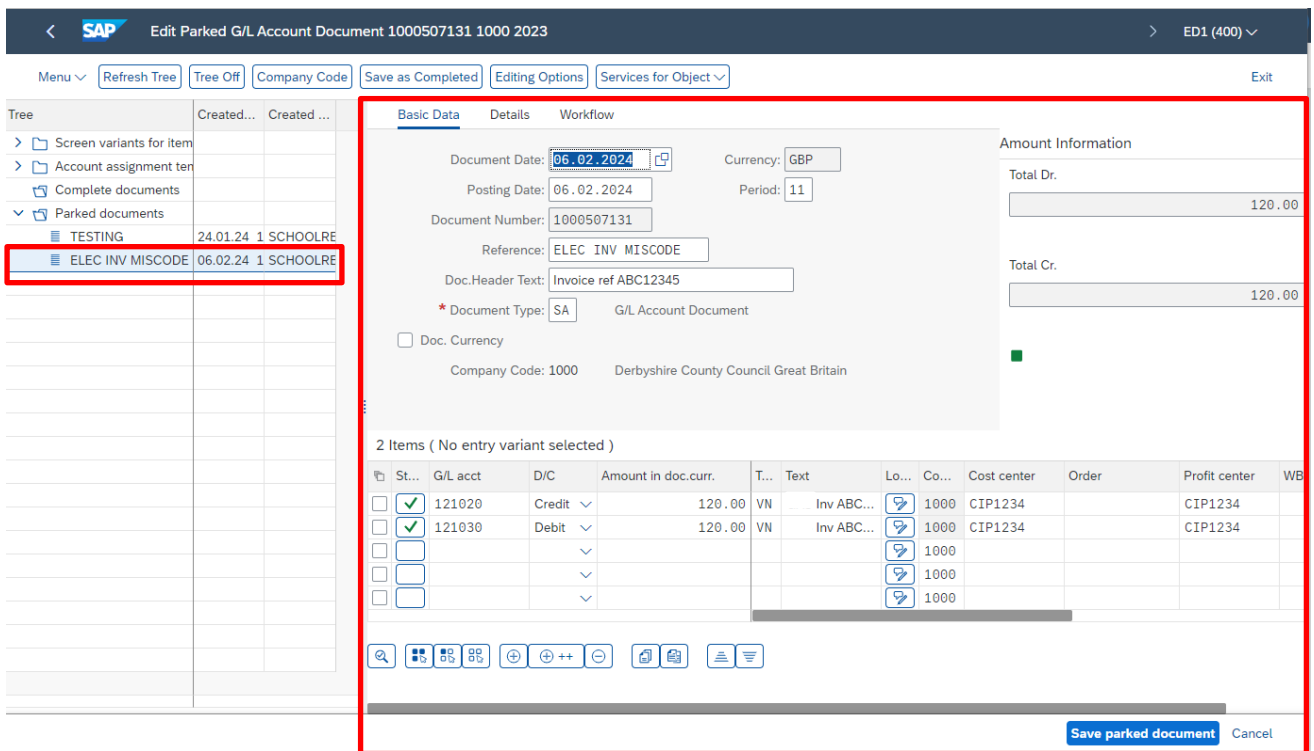
- Click **Tree on**



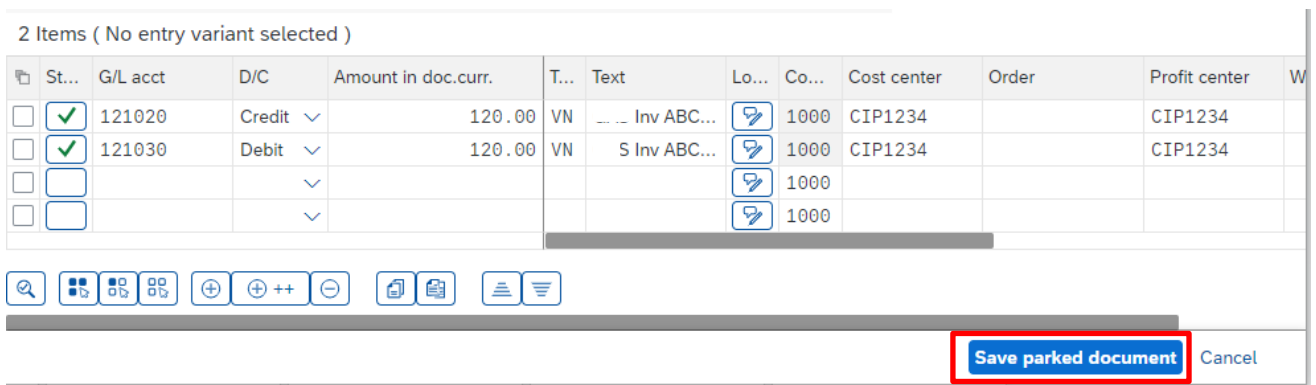
- Click on the **Parked documents** arrow.



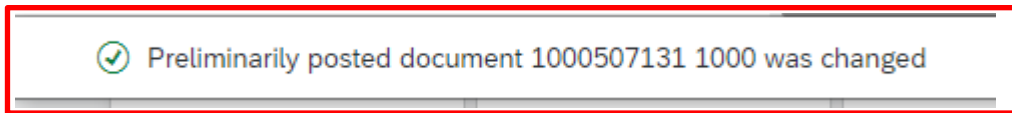
- **Double click** on the required journal and you will see it populates the right half of the screen



- **Make your edits as required**, then click **Save parked document**. Note that the Document Type field cannot be edited.



- A message appears, confirming the changes have been saved.



1.5 Entering multiple rows within a single journal.

Journal transfers can contain multiple lines e.g., if you have several miscoded amounts which need transferring; these can be entered into a single journal.

Note: the journal's debits and credits must balance to zero – see Amount information to check this.

1.6 Journals with SIOs

Journals can also be created using Statistical Internal orders (SIOs) e.g., you have had a new SIO set up and now need to transfer expenditure to that new SIO for your reporting purposes.

The SIO number is entered in the **Order** column. If using SIOs, the Cost Centre field pre-populates and does not need entering.

1.7 Journals to transfer Devolved Formula Capital (DFC) expenditure

Journals can also be created to transfer expenditure from your main cost centre (e.g., CIP1234) to your Devolved Formula Capital cost centre (e.g., CHD1234).

2 Items (No entry variant selected)										
	St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Co...	Cost center	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	145500	Credit ▾	3,000.00	VN	Inv ref ICT 1...		1000	CIP1234	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	145500	Debit ▾	3,000.00	VN	Inv ref ICT 1...		1000	CHD1234	

1.8 Approval

Approval deadline:

A Journal Transfer must be **approved by the end of the calendar month in which it was created**, or it will be **deleted**.

There is no email (workflow) notification for the Approver.

They log into SAP Fiori and use the **FBV0** app. Guidance for the Approver is published on SchoolsNet.

1.9 Deleting a journal transfer

If a journal transfer needs to be deleted, please note that an Inputter cannot do this, it is in the **Approver's role** only, see the **Journal Transfers – Approving – FBV0 guidance**.

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

Quick Check Guide to a correctly completed Journal transfer.

<p>Document Date: Date of input.</p> <p>Reference: Identifies journal.</p> <p>Doc.Header Text: Reason for journal.</p> <p>Document Type: Must be SA.</p> <p>Amount information: Debits and credits must match.</p> <p>Services for Object button: It is here where you create a note and/or attachment – which must be added.</p>	<p>The screenshot shows the SAP interface for editing a parked G/L account document. The document number is 1000507131, dated 06.02.2024, with a currency of GBP. The document type is SA (G/L Account Document). The amount information shows a total debit of 120.00 GBP and a total credit of 120.00 GBP. The journal entry table contains two items:</p> <table border="1"> <thead> <tr> <th>St...</th> <th>G/L acct</th> <th>D/C</th> <th>Amount in doc.curr.</th> <th>T...</th> <th>Text</th> <th>Lo...</th> <th>Co...</th> <th>Cost center</th> <th>Order</th> <th>Profit center</th> <th>WBS Element</th> <th>Material</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>121020</td> <td>Credit</td> <td>120.00</td> <td>VN</td> <td>Inv ABC...</td> <td></td> <td>1000</td> <td>CIP1234</td> <td></td> <td>CIP1234</td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>121030</td> <td>Debit</td> <td>120.00</td> <td>VN</td> <td>Inv ABC...</td> <td></td> <td>1000</td> <td>CIP1234</td> <td></td> <td>CIP1234</td> <td></td> <td></td> </tr> </tbody> </table>	St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Co...	Cost center	Order	Profit center	WBS Element	Material	<input checked="" type="checkbox"/>	121020	Credit	120.00	VN	Inv ABC...		1000	CIP1234		CIP1234			<input checked="" type="checkbox"/>	121030	Debit	120.00	VN	Inv ABC...		1000	CIP1234		CIP1234		
St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Co...	Cost center	Order	Profit center	WBS Element	Material																												
<input checked="" type="checkbox"/>	121020	Credit	120.00	VN	Inv ABC...		1000	CIP1234		CIP1234																														
<input checked="" type="checkbox"/>	121030	Debit	120.00	VN	Inv ABC...		1000	CIP1234		CIP1234																														
<p>Ensure the line entries are fully completed and correct.</p>	<p>GL acct; D/C; Amount; Tax: VN/AN; Text; Cost center.</p> <p>Click Enter to see green ticks. There can be multiple lines but the total of the debits and credits must match.</p>																																							