# 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.

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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 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.

🚽 Home	× 📑					
SAP	Home 🔻					
School	Input Transactions S	School Reporting Transactions				
	.61 Forrespondence: Pri	FB12 Correspondence Re	FB70 Enter Outgoing Invoi	FBCJ Cash Journal	FB00 Accounting Editing O	FV50 Park G/L Account Ite
	/E23N Jisplay Purchase Or	PA20 Display HR Master D	PA30 Maintain HR Master	PA70 Fast Entry	PC00_M99_CWTR Wage type reporter	PT91 Absences: For Multi

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

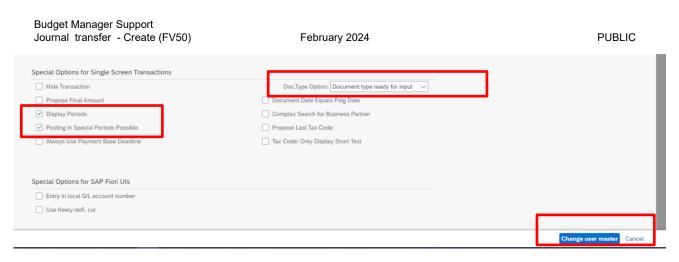
< SAP Park G/L Account Doc	cument: Company (	Code 1000						> ED:	L (400) 🗸
Menu V Tree On Company Code Sav	ve as Completed Ed	iting Options							Exit
Basic Data Details									
Document Date:	Currence	cv: GBP				Amount I	nformation		
Posting Date: 06.02.2024		d: 11				Total Dr.			
Reference:								0.00 GB	Р
Doc.Header Text:		_							
	Account Document					Total Cr.			
	Account Document							0.00 GB	Р
Doc. Currency Company Code: 1000 Derb	byshire County Council								
0 Items ( No entry variant selected )									
	ount in doc.curr.	T Text Lo	Co	Cost center	Order	Profit center	WBS Element	Material	
		9	1000						
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							Save	e parked docume	nt 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

< SAP	Park G/L Account Document: Company Code 1000
Menu 🗸 Tree O	n Company Code Save as Completed 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



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

 $\ensuremath{\overline{\mathcal{O}}}$  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** 

me × 📑 Mome 🔻					
chool Input Transactions	School Reporting Transactions				
F.61	FB12	FB70	FBCJ	FB00	FV50
Correspondence: Pri	Correspondence Re	Enter Outgoing Invoi	Cash Journal	Accounting Editing O	Park G/L Account Ite
ME23N	PA20	PA30	PA70	PC00_M99_CWTR	PT91
Display Purchase Or	Display HR Master D	Maintain HR Master	Fast Entry	Wage type reporter	Absences: For Multi

- 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**.

SAP Park G/L Account Document: Company Code 1000
Menu V Tree On Company Code Save as Completed Editing Options
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 Council Great Britain

# 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
	121020	Credit 🗸	120.00	VN	Gas Inv ABC	9	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 )

ł	5	St	G/L acct	D/C	Amount in doc.curr.	T	Text	Lo	Со	Cost center	Order	Profit center	WBS Element	N
		$\checkmark$	121020	Credit 🗸	120.00	VN	Inv ABC	9	1000	CIP1234		CIP1234		
		$\checkmark$	121030	Debit 🗸	120.00	VN	Inv ABC	9	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.

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Menu 🗸 🛛 Tree On Con	mpany Code Save	e as Completed Editin	g Options						
Basic Data Detail	ls								
Document Date	e: 06.02.2024	Currency:	GBP				Amount I	nformation	
Posting Date	e: 06.02.2024	Period:	11				Total Dr.		
Reference	e: ELEC INV MIS	SCODE							120.00 GBP
Doc.Header Text	t: Invoice ref ABC1	12345					Total Cr.		
* Document Type	e SA G/LA	ccount Document					Iotal Cr.		
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Doc. Currency									120.00 GBP
		yshire County Council G	reat Britain						120.00 GBP
Doc. Currency			reat Britain						120.00 GBP
Doc. Currency			reat Britain				•		120.00 GBP
Doc. Currency	e: 1000 Derby		reat Britain				•		120.00 GBP
Doc. Currency Company Code	e: 1000 Derby	yshire County Council Gr	reat Britain	Lo Co	Cost center	Order	Profit center	WBS Element	120.00 GBP
Doc. Currency Company Code I Items ( No entry vari St G/L acct I 121020	e: 1000 Derby iant selected ) D/C Amou Credit $\checkmark$	yshire County Council Gr unt in doc.curr. 120.00 VN	. Text IV ABC	9 1000	CIP1234	Order	CIP1234	WBS Element	
Doc. Currency Company Code Items ( No entry vari	e: 1000 Derby iant selected ) D/C Amou Credit ~ Debit ~	yshire County Council Gr unt in doc.curr.	. Text IV ABC	1000 1000		Order		WBS Element	
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Doc. Currency Company Code I Items ( No entry vari St G/L acct I 121020	e: 1000 Derby	yshire County Council Gr unt in doc.curr. 120.00 VN	. Text IV ABC	>         1000           >         1000           >         1000           >         1000           >         1000	CIP1234	Order	CIP1234	WBS Element	

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

< SAP Park	G/L Accoun	t Document: Company	Cod	e 1000								ED1 (40	0)~
Menu V Tree On Co	mpany Code	Save as Completed	diting	Options									Exit
Basic Data Deta	ils												
Document Dat	06 02 2	024 Curren		GRP					Amount I	nformation			
			od:						Total Dr.				
_	te: 06.02.2		oa: [.	11							120.00	GBP	
	e: ELEC IN			1									
Doc.Header Tex			_						Total Cr.				
* Document Typ	e: SA	G/L Account Document									120.00	GBP	
Doc. Currency				_									
2 Items ( No entry va	riant selecte	ed )											
1 St G/L acct	D/C	Amount in doc.curr.	Т	Text	Lo	Co	Cost center	Order	Profit center	WBS Element	Ma	iterial	
121020	Credit 🗸		-	nv ABC	9		CIP1234		CIP1234				
121030	Debit V		VN	Inv ABC	2		CIP1234		CIP1234				
					9	1000							
	~				9	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.

Ocument 1000507131 1000 was parked

The journal has now been created.

In accordance with Audit requirements, an attachment or note <u>must</u> 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 Crtl C and Ctrl V to paste into the journal's note field.

	ata Detail:	s										
D	ocument Date		Curr	rency:	CPD					Amount I	nformation	
	Posting Date			eriod:						Total Dr.		
			1024 Pi	eriod:	11							0.00 GBP
	Reference				1							
	oc.Header Text				J					Total Cr.		
	ocument Type	e: SA	G/L Account Document									
Doc. Ci	urrency company Code	e: 1000	Derbyshire County Cou		eat Britain					-		0.00 GBP
Doc. Co	ompany Code Company Code No entry varia	e: 1000	Derbyshire County Cou	ıncil Gre		10	Co (	Cost center	Order	Profit center	WBS Flement	
Doc. Ci	ompany Code Company Code No entry varia	a: 1000 iant selecte	Derbyshire County Cou ed ) Amount in doc.curr.	ıncil Gre	eat Britain Text			Cost center	Order	Profit center	WBS Element	0.00 GBP
Doc. Ci	ompany Code Company Code No entry varia	e: 1000	Derbyshire County Count ed ) Amount in doc.curr.	ıncil Gre		9	Co C 1000 1000	Cost center	Order	Profit center	WBS Element	
Doc. Co	ompany Code Company Code No entry varia	ant selecte	Derbyshire County Cou ed ) Amount in doc.curr.	ıncil Gre		9 9 9	1000	Cost center	Order	Profit center	WBS Element	
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• 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.

		> ED1 (400) ∨
Menu 🗸 Refresh Tree Tree Off Company C	Code Save as Completed Editing Options	Exit
Created Created	Basic Data Details	
Screen variants for item		Information
Account assignment ten	Document Date: Currency: GBP Total Di	r.
2 Complete documents	Posting Date: 06.02.2024 Period: 11	0
] Parked documents	Reference:	
	Doc.Header Text:	_
	* Document Type: SA G/L Account Document	
	Doc. Currency	(
	Company Code: 1000 Derbyshire County Council Great Britain	
	I O Items ( No entry variant selected )	
	O Items ( No entry variant selected )	Order Profit center
	D St G/L acct D/C Amount in doc.curr. T Text Lo Co Cost center	Order Profit center
	ⓑ St G/L acct D/C Amount in doc.curr. T Text Lo Co Cost center	Order Profit center
	Image: St         G/L acct         D/C         Amount in doc.curr.         T         Text         Lo         Co         Cost center           Image:	Order Profit center
	Image: St         G/L acct         D/C         Amount in doc.curr.         T         Text         Lo         Co         Cost center           Image:	Order Profit center
	Image: St         G/L acct         D/C         Amount in doc.curr.         T         Text         Lo         Co         Cost center           Image:	Order Profit center
	Image: St         G/L acct         D/C         Amount in doc.curr.         T         Text         Lo         Co         Cost center           Image: St         Image: St         Image: St         Image: St         Image: St         Image: St         Co         Cost center           Image: St         Image: St         Image: St         Image: St         Image: St         Image: St         Co         Cost center           Image: St         Image: St         Image: St         Image: St         Image: St         Co         Cost center           Image: St         Image: St         Image: St         Image: St         Image: St         Co         Cost center           Image: St         Image: St         Image: St         Image: St         Image: St         Image: St         Commerce         <	Order Profit center
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	St       G/L acct       D/C       Amount in doc.curr.       T       Text       Lo       Co       Cost center         Image: Control of the state of th	Order Profit center

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

< SAP Edit Parked G/L Account Docu	nent 1000507131 1000 2023	> ED1 (400) ~
Menu 🗸 Refresh Tree Tree Off Company Code	Save as Completed Editing Options Services for Object V	Exit
Tree Created Created	Basic Data Details Workflow	
> 🛅 Screen variants for item	Amount Information	
> 🗋 Account assignment ten	Document Date: 06.02.2024 Currency: GBP	
Complete documents	Posting Date: 06.02.2024 Period: 11	120.00
✓  ☐ Parked documents	Document Number: 1000507131	120.00
TESTING 24.01.24 1 SCHOOLRE	Reference: ELEC INV MISCODE	
ELEC INV MISCODE 06.02.24 1 SCHOOLRE	Total Cr.	
	Doc.Header Text: Invoice ref ABC12345	120.00
	* Document Type: SA G/L Account Document	
	Doc. Currency	
	Company Code: 1000 Derbyshire County Council Great Britain	
	2 Items ( No entry variant selected )	
	Image: St         G/L acct         D/C         Amount in doc.curr.         T         Text         Lo         Co         Cost center         Order	Profit center WBS
	□ 🖌 121020 Credit ∨ 120.00 VN ( Inv ABC 🖻 1000 CIP1234	CIP1234
	□ 🗸 121030 Debit ∨ 120.00 VN ( Inv ABC 🖻 1000 CIP1234	CIP1234
	Save parke	d document Cancel

• 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

Services for Object 🗸	N	lore 🗸
Create	>	Create Attachment
Attachment list		Create note
Private note		Create external document (URL)
Send	>	Save Business Document
Relationships		Enter Bar Code
Workflow	>	
My Objects	>	
Help for object services		

# A: Create attachment:

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

File Upload	? ×
The application wants to upload a file to the SAP system.	
	OK Cancel

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

💷 Open					×
$\leftrightarrow$ $\rightarrow$ $\checkmark$ $\bigstar$	This	PC > Desktop		✓ ♂ Search Des	ktop 🔎
Organise 👻 New	folder				::: • 🔟 ?
This PC	^	Name		Date modified	Туре
🧊 3D Objects		🔲 Journal Training	BillABC558	06/02/2024 10:56	Microsoft Word D
E Desktop		🔝 EDRM		06/02/2024 10:43	Internet Shortcut
Documents				06/02/2024 10:43	Internet Shortcut

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

The attachment was 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

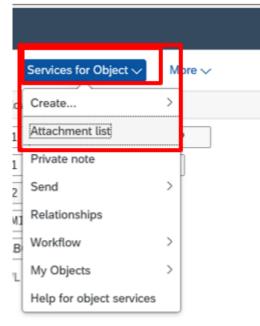
Title of note: Invoice Miscode		
invoice ABC12345 miscoded. Identified on the KSB1 report		
intoree Aberes is intoedear factorined on ene Abbi report		
		_
	Сору	Car

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

The note was successfully created

#### To view the attachment or note:

• Click on Services for Object and then on Attachment list

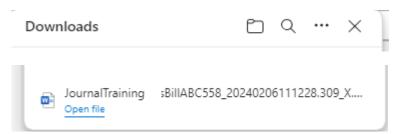


erbyshire County Council Great Britain

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

Service:	Attachment list			×	
Attachr	ment for 100010005071312023				
$$\land$ New $\lor$ $$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$					
Icon	Title	Created On 👗			
Invoice Miscode         Megan Barlow         06.02.2024					
🔂 Journal Training ; BillABC558 Megan Barlow					

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



The document will then open.

	Invoice	
	VAT registration	n No: 495 8858 2564
Payments made to ABC Training Services Ltd	l, 8229 High Street, Salem,Sl	N12 2GC
Any Town Inf School Derbyshire County Council Smedley Street Matlock Derbyshire DE4 3XZ		Our Reference: TCP192831 our reference: XYZ123 Contact: 020 735 987456
	Invoice No	ABC12345

Invoice Date:

04.01.2024

• If you see the following message, click Allow.

	Internet	Explorer Security X
r		A website wants to open web content using this program on your computer
		This program will open outside of Protected mode. Internet Explorer's <u>Protected mode</u> helps protect your computer. If you do not trust this website, do not open this program.
		Name: Microsoft Word Publisher: Microsoft Corporation
		Do not show me the warning for this program again
		Allow Don't allow

The attachment now opens on your screen.

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

ew	nt for 100010002415122021 Display note	×
	Invoice miscode	
	invoice ABC12345 miscoded, identified on the KSB1	
l		
		Copy Cancel

• To exit the note or attachment windows, click Cancel

	Сору	Cancel

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

• Click Exit in the FV50 screen

< SAP Edit Parked G/L Account Document 1000507131 1000 2023			
Menu ∨ Refresh Tree	Tree Off) Company Code) (Save as Completed) (Editing Options) (Services for Object V)		Exit
Tree	Created Created Basic Data Details Workflow		
> 🗋 Screen variants for item		Amount Information	
> Maccount assignment ter	Document Date: 06.02.2024 Currency: GBP		

• This brings you back to your Fiori Dashboard

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P Home 🔻						٩	8
ool Input Transactions	School Reporting Transactions						
F.61 Correspondence: Pri	FB12 Correspondence Re	FB70 Enter Outgoing Invol	FBCJ Cash Journal	FB00 Accounting Editing O	FV50 Park G/L Account Ite		
ME23N Display Purchase Or	PA20 Display HR Master D	PA30 Maintain HR Master	PA70 Fast Entry	PC00_M99_CWTR Wage type reporter	PT91 Absences: For Multi		

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 <u>before</u> it has been approved; it will show in the Parked documents folder.

#### • Click on the FV50 app

School Input Transa	ctions					
FB70	FB12	F.61	FBCJ	FB00	FV50	ME23N
Enter Outgoing Invoi	Correspondence Re	Correspondence: Pri	Cash Journal	Accounting Editing O	Park G/L Account Ite	Display Purchase Or

• Click Tree on

SAP Park G/L Account Document: Company Code 1000	> ED1 (400) ~
Menu - Tree On Company Code Save as Completed Editing Options Basic Data Details	Ex
	Amount Information
Document Date: Currency: GBP	

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

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ment 1000507131 1000 2023	> ED1 (400) ~
Save as Completed Editing Options Services for Object V	Exit
Basic Data Details Workflow	
	Amount Information
Document Date: 06.02.2024 Currency: GBP	Total Dr.
Posting Date: 06.02.2024 Period: 11	
Document Number: 1000507131	120.00
Reference: ELEC INV MISCODE	Total Cr.
Doc.Header Text: Invoice ref ABC12345	100.00
* Document Type: SA G/L Account Document	120.00
	Save as Completed       Editing Options       Services for Object          Basic Data       Details       Workflow         Document Date:       06.02.2024       C         Posting Date:       06.02.2024       Period:         Document Number:       1000507131         Reference:       ELEC INV MISCODE         Doc.Header Text:       Invoice ref ABC12345

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

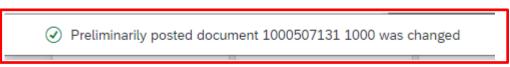
< SAP Edit Parked G/L	Account Document 100050713	1 1000 2023								ED1 (400) ~		
Menu 🗸 🛛 Refresh Tree 🕅 Tree Off	Company Code Save as Complet	ed Editing Options	Services for Object 🗸							E	Exit	
Tree Created	. Created Basic Data	Details Workf	low									
> 🗅 Screen variants for item								Amount	Information			
> 🗋 Account assignment ten	Do	ocument Date: 06.02	.2024 🖸 Curr	ency:	GBP			Total D	r.			
Complete documents		Posting Date: 06.02	.2024 P	eriod:	11			Total D			20.00	
✓		ment Number: 10005	07131								20.00	
	1 SCHOOLRE	Reference: ELEC	INV MISCODE									
ELEC INV MISCODE 06.02.24		c.Header Text: Invoice						Total C	Total Cr.			
										1	20.00	
	* Do	ocument Type: SA	G/L Account Document									
	Doc. Ci	urrency										
	Ce	ompany Code: 1000	Derbyshire County Cou	incil G	ireat Britain							
	2 Items ( No	entry variant selecte	:d )									
	🗈 St G/La	occt D/C	Amount in doc.curr.	Т	Text	Lo	Co	Cost center	Order	Profit center	WB	
	□ 🗸 1210	020 Credit 🗸	120.00	VN	Inv ABC	9	1000	CIP1234		CIP1234		
	1210	030 Debit 🗸	120.00	VN	Inv ABC	9	1000	CIP1234		CIP1234		
		~				9	1000					
		~				9	1000					
		~				9	1000					
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	Q	88 ⊕ ⊕ ++ (		<b>=</b>								
				_								
									Save parked o	locument Can	cel	

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

🖞 St G/L acct	D/C	Amount in doc.curr.	Т	Text	Lo	Co	Cost center	Order	Profit center	W
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121030	Debit 🗸	120.00	VN	S Inv ABC	9	1000	CIP1234		CIP1234	
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	$\sim$				9	1000				
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• 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.

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# **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.

2 Items ( No entry variant selected )										
🗈 St G/L acct	D/C	Amount in doc.curr.	т	Text	Lo	Co	Cost center	Order	Profit center	WBS Element
140210	Credit 🗸	159.55	VN	Inv ref YOO982	9	1000	CIP8891		CIP8891	
140210	Debit 🗸	159.55	VN	Inv ref YOO982	9	1000		5001002	C	
	$\sim$				9	1000				

# 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	2 Items ( No entry variant selected )									
°D	St	G/L acct	D/C	Amount in doc.curr.	т	Text	Lo	Co	Cost center	
	$\checkmark$	145500	Credit $\smallsetminus$	3,000.00	VN	Inv ref ICT 1	8	1000	CIP1234	
		145500	Debit $\checkmark$	3,000.00	VN	Inv ref ICT 1	9	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.

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<b>Doc.Header Text</b> : Reason for journal.	Document Number: 1000507131 Reference: ELEC INV MISCODE Doc.Header Text: Invoice ref ABC12345	120.00 GBP
<b>Document Type</b> : Must be SA.	Document Type: SA G/L Account Document     Doc. Currency	GBP
Amount information: Debits and credits must match.	Company Code: 1000 Derbyshire County Council Great Britain 2 Items ( No entry variant selected )	
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