

Section 2: Creating a Journal Transfer Transaction FV50 Park G/L Account Document

2.1 To create a journal transfer

- Double click on **FV50** – Park G/L Account Document (Or type into the menu bar and press enter)
- In **Document Date**, type date in DD.MM.YYYY format (date of input)
In **Reference**, type a title for the journal to help identify it for future reference
- In **Doc.Header text**, type text to further identify reason for creating the transfer
Ensure **Document Type** shows as **SA** (this is the default setting). If document type doesn't show see Section 1 technical set up.

Park G/L Account Document: Company Code 1000

Menu | Save parked document | Back | Exit | Cancel | System | Tree on | Company Code | Save as comp

Basic data | Details

Document Date: 08.03.2018 | Currency: GBP
 Posting Date: 08.03.2018 | Period: 12
 Reference: Elec Inv Miscode
 Doc.Header Text: Inv ref 123456789 Aug 17
 Document Type: SA | G/L Account Document

Doc.currency
 Company Code: 1000 | Derbyshire County Council Great Britain

Amount Information

Total deb.: 0.00 GBP
 Total cred.: 0.00 GBP

0 Items (No entry variant selected)

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	L...	Co...	Cost center	Order	Profit center	WBS element
							1000				
							1000				

Now to enter the first line:

- In **G/L acct**, to enter a General Ledger code, either type in the 6 digit number, if known:

0 Items (No entry variant selected)

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Com...	Cost center	Order	Profit center	WBS element
							1000				
							1000				

- Or left click into the search squares of the G/L acct field, type in short description of GL code name in **G/L long text** field, click on the binoculars,

General Ledger Account (1)

C: G/L account no. in chart of accounts | T: G/L account description in chart of accounts

G/L long text: *gas*

Language Key: EN

Chart of Accounts: DCC

G/L account: []

Maximum No. of Hits: 500

- Select the GL code, double click

Long Text	ChAc	G/L Acct
Gas	DCC	121020
Recharge costs of gas electricity water	DCC	313152

- In the **D/C** field, select **Credit** or **Debit** from the drop down list

0 Items (No entry variant selected)

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Com...	Cost center	Order	Profit center	WBS element
	121020	Credit				1000					
		Credit				1000					
		Debit				1000					
						1000					

- In **Amount in doc.curr.** type in the amount you wish to transfer

0 Items (No entry variant selected)

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Com...	Cost center	Order	Profit center	WBS element
	121020	Credit	205.30			1000					
						1000					

- 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)

0 Items (No entry variant selected)

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Com...	Cost center	Order	Profit center	WBS element
	121020	Credit	205.30	0 vn		1000					
						1000					

- In **Text**, type text giving the reason for the journal. This text will appear on the KSB1 Postings report

1 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
✓	121020	C...	205.30	VN	Miscode of Inv	1000		CIP0001		CIP0001	
						1000					
						1000					

- Enter a cost centre in the cost centre column **or** an SIO in the order column.

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
✓	121020	C...	205.30	VN	Miscode of Inv	1000		CIP0001		CIP0001	
✓	121030	D...	205.30	VN	Miscode of inv	1000		CIP0001		CIP0001	
						1000					

- After you have entered both lines, click **Enter** on your keyboard; this checks the journal contains valid information.
- If an entry is incorrect eg 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**

The screen below shows a correct journal entry, after clicking on Enter. Note the green light and green ticks on the left-hand side of the screen, confirming that the journal transfer contains valid data.

Basic data		Details	
Document Date	08.03.2018	Currency	GBP
Posting Date	08.03.2018	Period	12
Reference	ELEC INV MISCODE		
Doc.Header Text	Inv ref 123456789 Aug 17		
Document Type	SA	G/L Account Document	
<input type="checkbox"/> Doc.currency			
Company Code	1000	Derbyshire County Council Great Britain	

2 Items (No entry variant selected)											
St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	L...	Co...	Cost center	Order	Profit center	WBS element
✓	121020	Credit	205.30	VN	miscode of inv	1000		CIP0001		CIP0001	
✓	121030	Debit	205.30	VN	miscode of inv	1000		CIP0001		CIP0001	
						1000					

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

Park G/L Account Document: Company Code 1000

Menu | | **Save parked document** | Back | Exit | Cancel | System | Tree on | Company Code

Basic data | Details

Document Date: 08.03.2018 | Currency: GBP
Posting Date: 08.03.2018 | Period: 12
Reference: ELEC INV MISCODE
Doc.Header Text: Inv ref 123456789 Aug 17
Document Type: SA | G/L Account Document
 Doc.currency
Company Code: 1000 | Derbyshire County Council Great Britain

Amount Information

Total deb.: 205.30 GBP
Total cred.: 205.30 GBP

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

✔ Document 1000000276 1000 was parked

The journal has now been created and in accordance with Audit requirements an attachment or note must be added to the journal. See the next section (2.2) of this guide for how to do this.

After saving a journal, to enter another, a blank journal will be available for completion.

2.2. Adding Attachments

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 created your transfer in **FV50** and parked (created) it.

Before adding an attachment (eg spreadsheet, word document, email, scanned invoice image) save it to the desktop so it is ready for selection (delete from desktop when successfully added to journal).

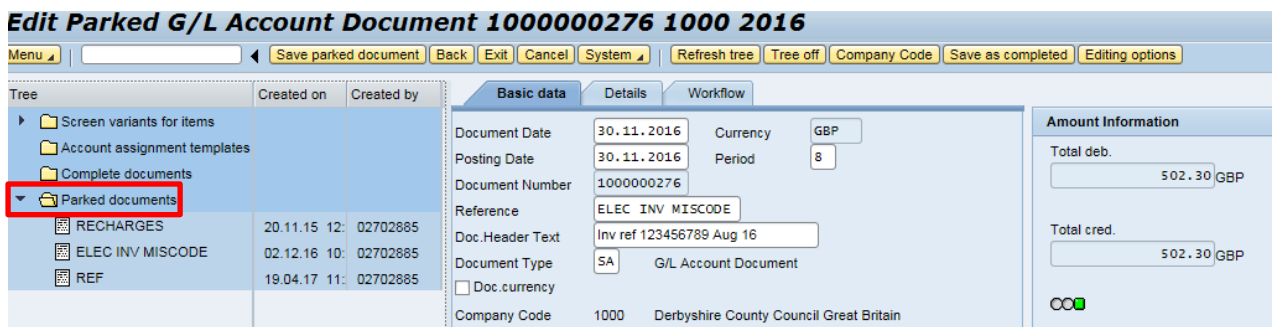
Adding a note enables you to type text directly into a note field.

- Select transaction **FV50**
- Click on **Tree on** to show your **Parked documents** folder

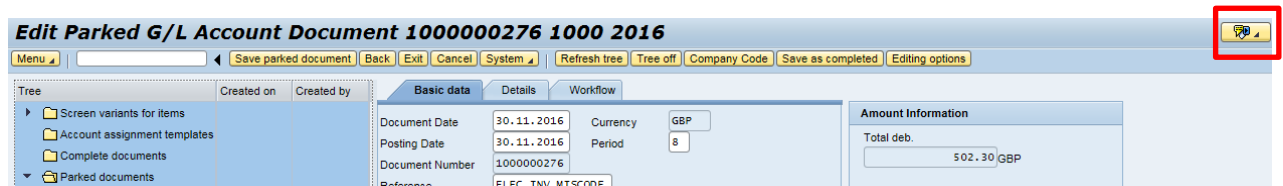
Park G/L Account Document: Company Code 1000

Menu | | Save parked document | Back | Exit | Cancel | System | **Tree on** | Company Code

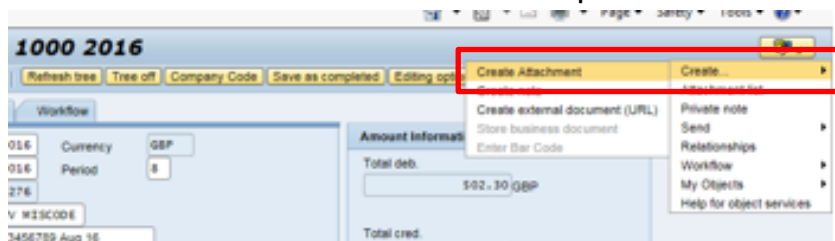
- Click on the **black arrow** of the Parked documents folder to display your journals awaiting approval.



- 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 the **Services for Object** icon to the far right of the screen, just above the menu bar

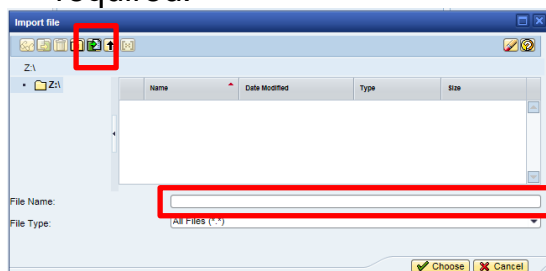


- Click on **Services for Object**, select **Create** then either **Create Attachment**¹ or **Create Note**² as required:



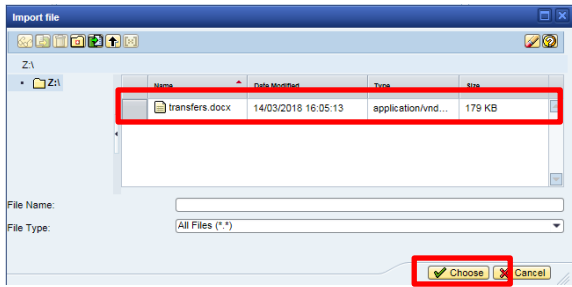
1. Click **Create attachment:**

- A browse screen appears – Click on import from native file system (green icon) then search for document required.




2. Click **Create note:**

- A note window appears
- Type in the **Title** of your note
- In the **Text** area, type the details. You can copy and paste into there, using Ctrl C and Ctrl V
- Click the **green tick**



- Double click on the attachment or highlight the attachment and click **Choose**.

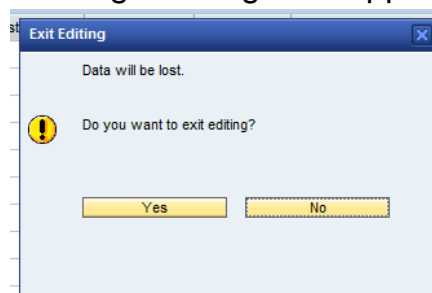
- A message in the bottom left of the screen indicates your attachment or note has been successfully created -

 The attachment was successfully created

- The attachment or note can be viewed by clicking on the **Services for Object** button and click on **Attachment list**. You will see any attachments or notes saved to this document
- Double click on the attachment or note to open and view it

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

- If not, click . The following message will appear, click **Yes**



When you have created a Journal Transfer and added an attachment or note, it requires approving (Posting), before it shows in your posting reports. The [Approving Journal Transfers](#) guidance can be found on SchoolsNet


2.3 Viewing and/or editing a Parked Journal as an Inputter

You can only edit a journal transfer before it has been approved; it will show in the Parked documents folder.

- Go into **FV50** and click **Tree on**
- Click on the **Parked documents** folder to see your un-approved journals

The screenshot shows the FV50 software interface. On the left, a 'Tree' view displays a folder structure with 'Parked documents' expanded, listing several documents including 'REF' which is highlighted with a red box. The main area is split into 'Basic data' and 'Details' tabs. The 'Basic data' tab is active, showing fields for Document Date (20.03.2018), Currency (GBP), Posting Date (20.03.2018), Period (1.2), Reference, Doc. Header Text, Document Type (SA), Doc. currency (unchecked), and Company Code (1000). The 'Details' tab is also visible. On the right, the 'Amount Information' section shows 'Total deb.' and 'Total cred.' both set to 0.00 GBP.

- Double-click on the journal you wish to edit
- 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

 Preliminarily posted document 1000013826 1000 was changed

2.4 Entering multiple rows within a single journal

Journal transfers can contain multiple lines eg if when monitoring your budget, you find several miscoded amounts which needed transferring.

Note: the journal must balance

The screenshot shows the 'Basic data' tab of a journal transfer document. The document date and posting date are 20.11.2015, with a currency of GBP and period 8. The document number is 100000367, and the reference is 'RECHARGES'. The document type is 'SA' (G/L Account Document). The company code is 1000, Derbyshire County Council Great Britain. The 'Amount Information' section shows a total debit of 5,000.00 GBP and a total credit of 5,000.00 GBP. Below this is a table of 60 items, with the first five rows visible:

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Com...	Cost center	Order	Profit center	WBS
✓	140210	Credit	500.00	VN	SIO Photocop	1000	CIP0003	CIP0003		CIP0003	
✓	140210	Debit	100.00	VN	SIO Photocop	1000	CIP0003	CIP0003	V010020	CIP0003	
✓	140210	Debit	100.00	VN	SIO Photocop	1000	CIP0003	CIP0003	V010021	CIP0003	
✓	140210	Debit	100.00	VN	SIO Photocop	1000	CIP0003	CIP0003	V010022	CIP0003	
✓	140210	Debit	100.00	VN	SIO Photocop	1000	CIP0003	CIP0003	V010023	CIP0003	

2.5 Journals with SIO's

Journals can also be performed using Statistical Internal orders (SIOs). The SIO number is entered in the **Order** column. If using SIOs, the Cost Center pre-populates and does not need entering.

60 Items (No entry variant selected)											
St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Com...	Cost center	Order	Profit center	WBS
✓	140210	C...	500.00	VN	SIO Photocopie	1000	CIP0003	CIP0003		CIP0003	
✓	140210	D...	100.00	VN	SIO Photocopie	1000	CIP0003	CIP0003	V010020	CIP0003	
✓	140210	D...	100.00	VN	SIO Photocopie	1000	CIP0003	CIP0003	V010021	CIP0003	
✓	140210	D...	100.00	VN	SIO Photocopie	1000	CIP0003	CIP0003	V010022	CIP0003	
✓	140210	D...	100.00	VN	SIO Photocopie	1000	CIP0003	CIP0003	V010023	CIP0003	
✓	140210	D...	100.00	VN	SIO Photocopie	1000	CIP0003	CIP0003	V010024	CIP0003	

2.6 Approval

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

Guidance on approving (posting) journal transfers using transaction FBV0 can be found on SchoolsNet.