

Section 3: Creating Negotiated Journals – (Internal between DCC establishments) Transaction FV50 Park G/L Account Document

3.1. To Create a Negotiated Journal Transfer

- Double click on **FV50** – Park G/L Account Document (or type in menu bar and click enter)
- In **Document Date**: type in the date in the DD.MM.YYYY format (this should be the date of input)
- In **Reference** type in **your school name** as a quick identifier for the receiving school's approver
- In **Doc.HeaderText**, type in a description to explain the reason for the journal
 - **Document Type** **MUST** be changed to **IR** - this can be typed directly into the field (if document type field is not showing see Section 1 technical setup)

Park G/L Account Document: Company Code 1000

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

Basic data | Details

Document Date: 20.03.2018 | Currency: GBP
Posting Date: 20.03.2018 | Period: 12
Reference: School Name
Doc.Header Text: Detail
Document Type: **IR** | 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 ele
							1000				
							1000				

In the first line:

- In **G/L acct**, type in a General Ledger (GL) code (**the main GL code to use for school to school Journals is 313390 – DCC Transfer of funds between schools**, unless the journal is for shared utility costs).
If you require a 3 code to charge another establishment other than a school, check

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with them which code they require you to use.

- In **D/C** select **Credit** from the drop down. (This will be the income received into your budget).
- In **Amount in doc.curr** enter the amount to be received
- In **Tax code** (VAT), type **VN**
- In **Text**, type in the name of the school or establishment you are charging and journal reason. (This shows on your KSB1 report).
- In **Cost Center** column type in **your school's cost centre** (7 digits) or if using **SIOs**, type the **SIO number** in the **Order** column (and do not enter the cost centre number)

The screenshot shows the SAP FV50 interface. The 'Basic data' tab is active, displaying fields for Document Date (20.03.2018), Posting Date (20.03.2018), Reference (SCHOOL NAME), Doc. Header Text (Detail), Document Type (IR), and Company Code (1000). The 'Amount Information' section shows Total deb. (0.00 GBP) and Total cred. (25.36 GBP). Below this is a table with one item, where the first row is highlighted with a red box. The table columns are: St., G/L acct, D/C, Amount in doc.curr., T... Text, L..., Co..., Cost center, Order, Profit center, and WBS.

St.	G/L acct	D/C	Amount in doc.curr.	T... Text	L...	Co...	Cost center	Order	Profit center	WBS
	313390	Credit	25.36	VN School Charg		1000	CIP0001			

Then enter the second line:

- In **G/L acct**, type a General Ledger code (This **must** be the same 3 code as on the first line)
- In **D/C** select **Debit**
- In **Amount in doc.curr.** enter the amount to be charged
- In **Tax code**, type **VN**


- In **Text**, type your school name and journal reason. (This will show on the KSB1 report for the receiving school or establishment)

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	L...	Co...	Cost center	Order	Profit center	WBS elem
	313390	Credit	25.36	VN	School Charg		1000	CIP0001			
	313390	Debit	25.36	vn	school name		1000	CIP0021			

- When the second line has been entered, click **Enter** on your keyboard. This checks the journal contains valid information.
- A message appears at the bottom left of the screen if an entry is incorrect, eg if an invalid GL code has been entered. If this happens, type in the correct data and click **Enter** again.
- Click on **Save parked document** to save (Park) your Journal

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	L...	Co...	Cost center	Order	Profit center	WBS element
	313390	Credit	25.36	VN	School Charg		1000	CIP0001		CIP0001	
	313390	Debit	25.36	VN	school name		1000	CIP0021		CIP0021	

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- A successful 'park' message shows at the bottom left - 
- When the journal is parked, workflow is generated to the other school/ establishment's Approver's Schools Business Workplace Inbox. This is where they view the journal and approve (or reject) it.

The journal has now been created and in accordance with Audit requirements an attachment or note must to be added to the journal.

See next section for how to add a note or attachment.

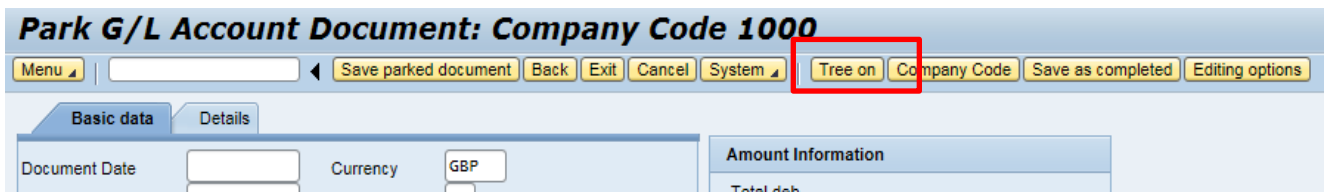
3.2 Adding Attachments

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 desk top after adding to journal).

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

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

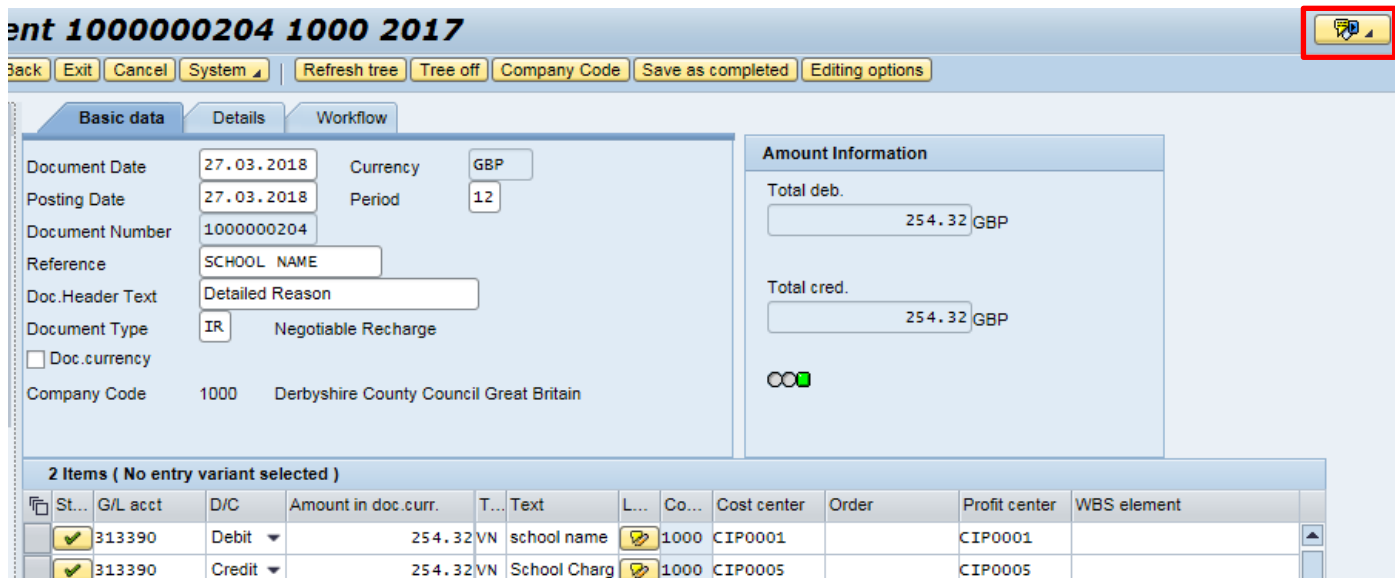


- Click on the **black arrow** of the Parked documents folder to display your journals

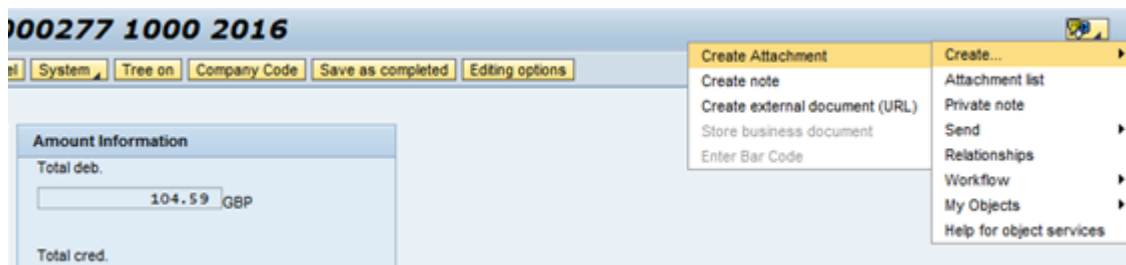


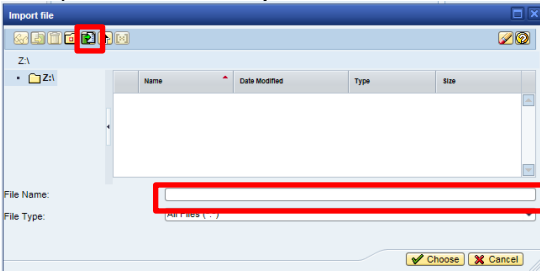
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- Double click on the journal in the **Parked documents** folder to open it (the details will populate the right side of the screen)
- You will now see the **Services for Object** icon to the far right of the screen, just above the menu bar

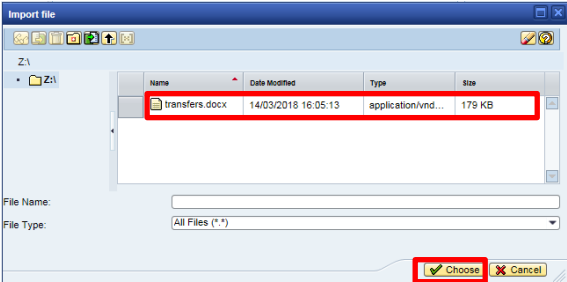


- Click on **Services for Object**, select **Create** then either **Create Attachment** or ¹ **Create Note**² as required:



<p>1. Click Create attachment:</p>	<p>2. Click Create note:</p>
<ul style="list-style-type: none"> • A browse screen appears – Click on ‘import from native file system’ (Green icon) select file required. 	<ul style="list-style-type: none"> • 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

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Name	Date Modified	Type	Size
transfers.docx	14/03/2018 16:05:13	application/vnd...	179 KB

File Name:

File Type: All Files (*.*)

- Double click on the attachment or highlight the attachment and click **Open**

- 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

3.3 Approval Process

A negotiated journal transfer is approved by an Approver from the school/establishment which is being charged with the debit. They have 21 days to approve or reject this and after this time period, the transfer posts and charges/credits automatically.

The Approver will have a message in their SAP Business Workplace Inbox for them to go and view and then approve (or reject) the negotiated journal.

Please allow time for the school being charged to authorise the Journal. Also try to avoid raising negotiated journals just before school holidays.

Due to the workflow process, a negotiated journal transfer must only contain one Credit and one Debit. This avoids the possible issue of an Approver approving one line and rejecting the other line, which would then reject both entries and require the negotiated journal to be re-done.

3.3.1 Further Information regarding Workplace Inbox for Negotiated Journals:

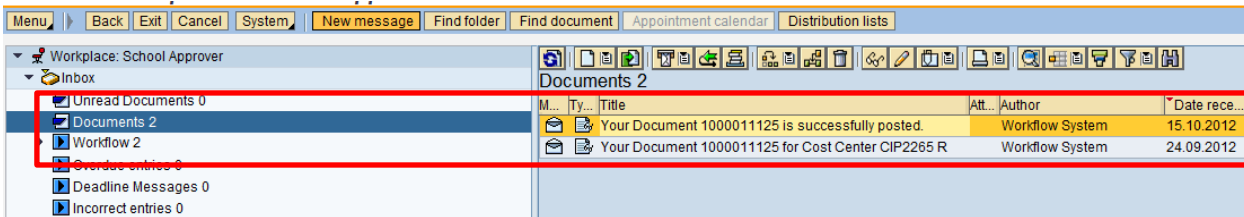
3.3.2 Approved Journals:

Once a negotiated journal has been approved, the Inputter and Approver who parked and posted the journal will see 2 line items (referring to the same document number) listed in

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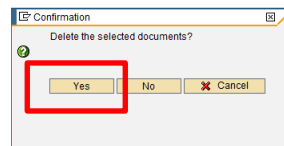
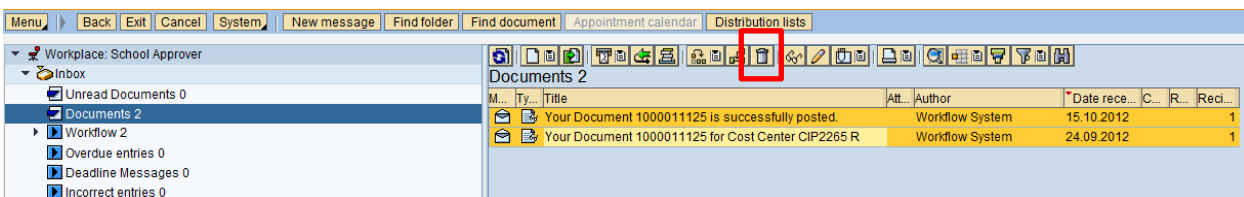
their SAP Business Workplace Inbox - shown in the **Documents** field.

These are for information only. They confirm the transfer's approval and its successful posting into the ledger. (To view, double click on each line, then click **Back**).



If desired, you can delete these to clear them from the list to keep your Inbox tidy:

- Highlight both lines and click on the **Delete** icon



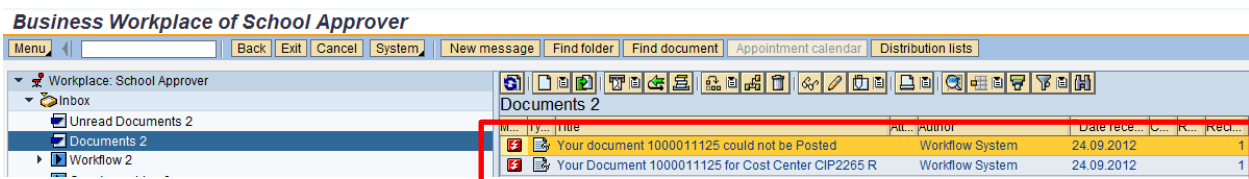
- Click on **Yes** to confirm delete message

Note: all details of the negotiated journals can be viewed in SAP ledger and posting reports eg KSB1.

3.3.3 Rejected journals:

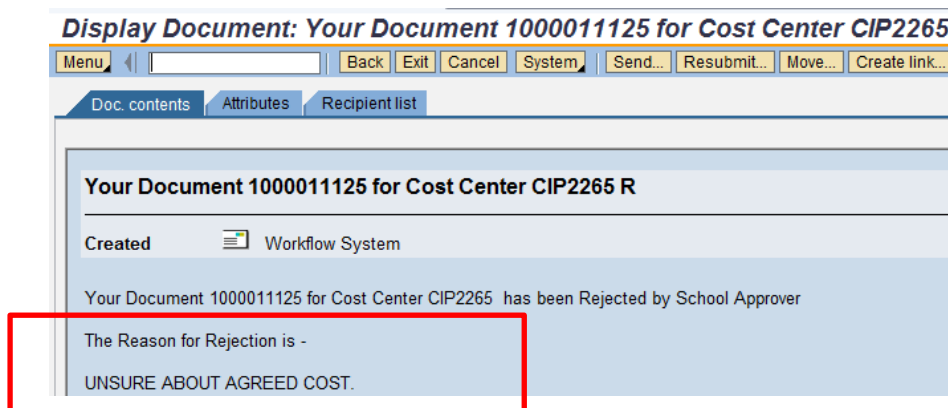
If a negotiated journal is rejected by the Approver, the Inputter will receive in their **SAP Business Workplace Inbox 2** lines relating to this in the **Documents** folder.

- The first line **“Your document 1000xxxxx could not be Posted”** confirms the rejection
- Click on the second line **“Your document 1000xxxxx for cost center CIP1234”**



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- This shows the reason for its rejection



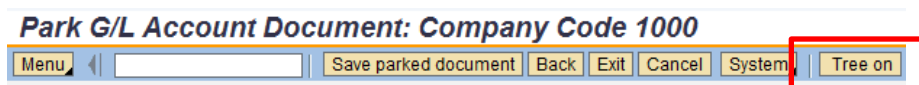
- If you need to amend the negotiated journal, follow the next section

3.3.4 Amending a Rejected Negotiated Journal

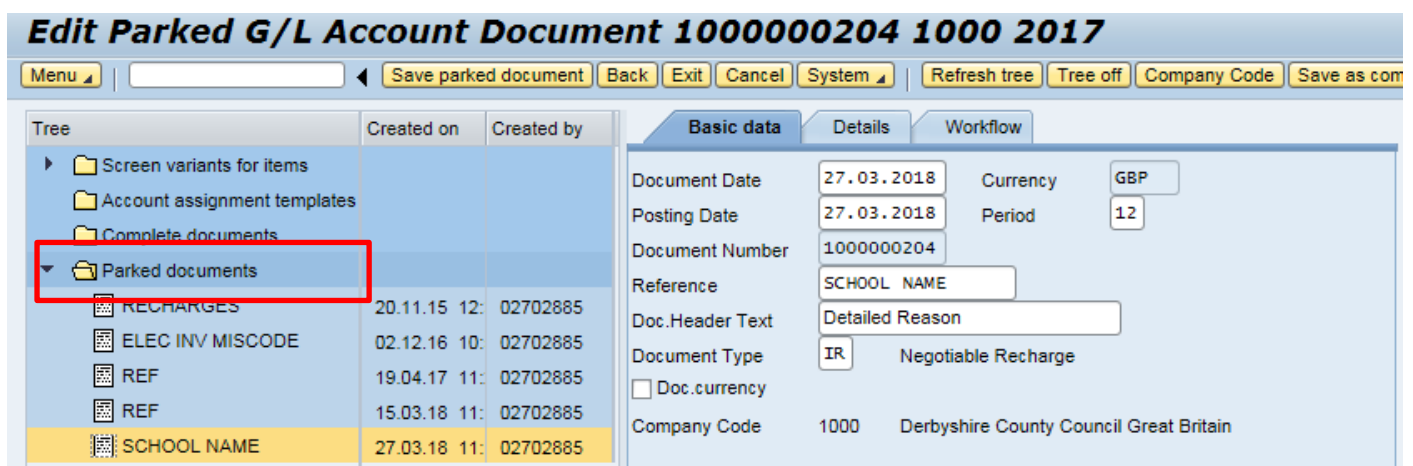
The **Inputter** has the ability to edit the original negotiated journal details eg to an agreed change of amount, addition of an SIO code etc

Inputter logs into SAP and into transaction **FV50**

- Click on **Tree On**

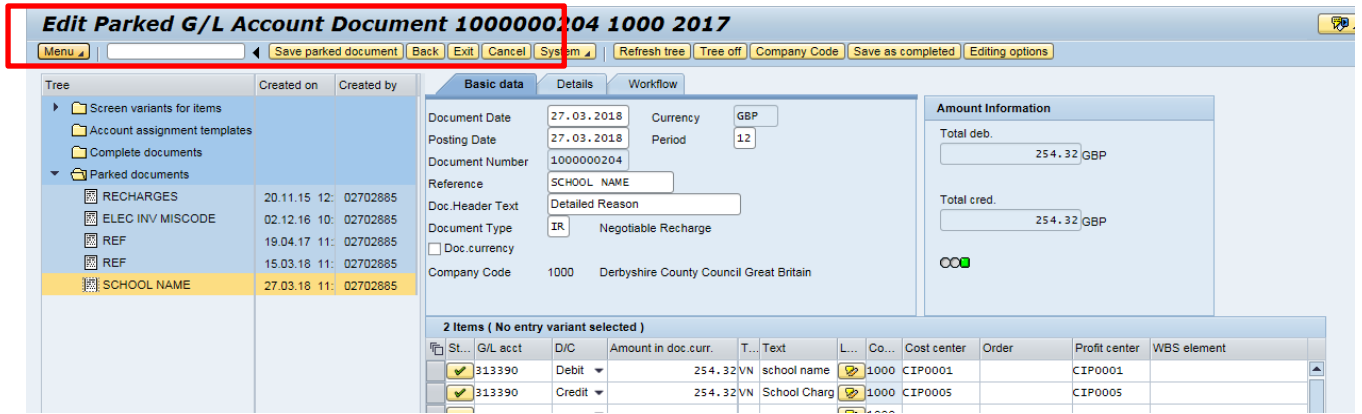


- The **Parked Documents** folder displays on the left hand side. Click on the black arrow to open this
- Double click on the required negotiated journal

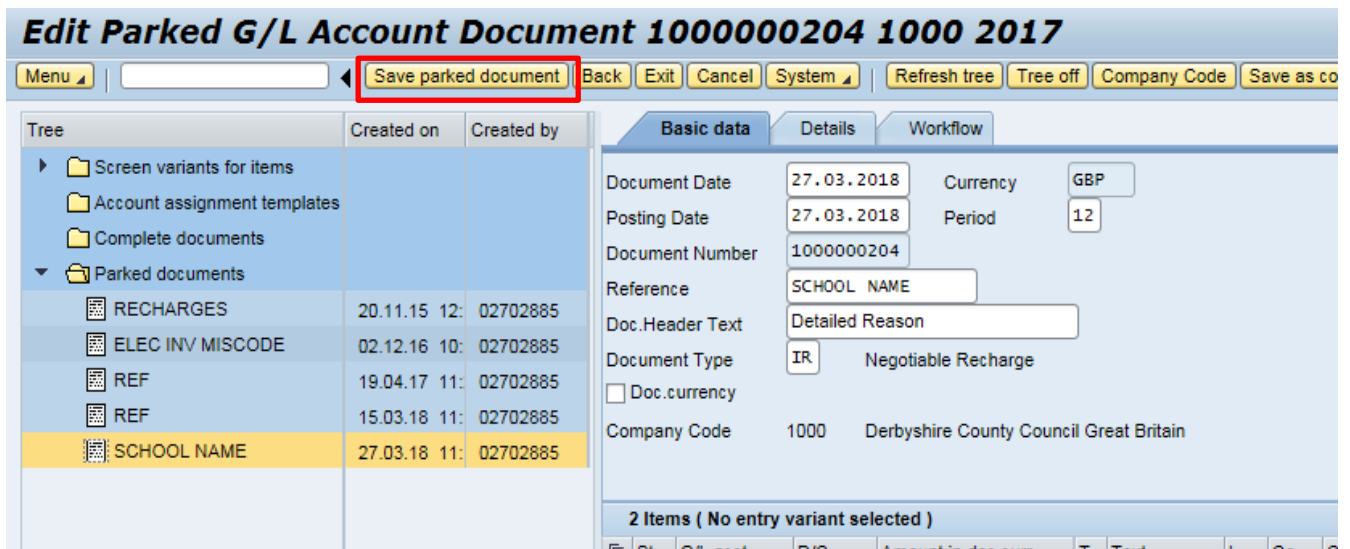


- You are now back into the original negotiated journal and able to amend it

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- Amend as required by overtyping eg amounts or by adding a note or attachment by clicking on the Services for Object icon
- When all changes have been made, click **Save parked document**
- Click on **Exit** and say **Yes** to exiting the screen



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