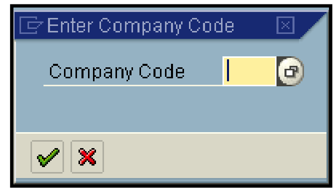
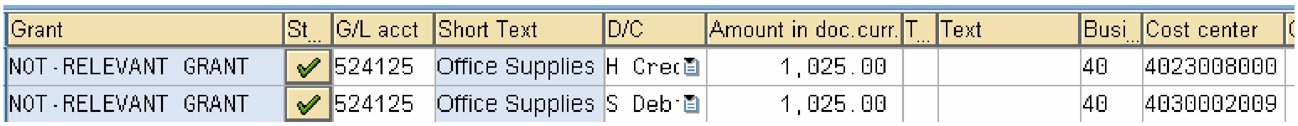
G/L Document Create

Beginning Steps	
Enter the Transaction Code	FB50
First time this screen is accessed a pop-up box requesting the company code will be displayed	Enter PUR Press Enter or click on the green check mark icon 
Use Editing Options Icon  to set Doc.type option.	Select: 2 Document type ready for input
Use Tree On Icon to set screen variant	Select ZPURDUE screen variant
Header	
Complete/review the following fields in the header	
Document date	Enter the date
Posting date	Enter the effective date of posting. It will default to the current day's date.
Reference	Enter the date followed by your initials
Doc. Header text	Enter the description of the transaction
Document Type	Document type defaults to SA, JV-account document. The document type identifies the type of transaction (vendor invoice, general ledger document, etc.). The document type assigns the document number.
Line Item	
G/L acct	Enter the appropriate G/L account
D/C	Enter whether this line is credit or debit
Amount in doc. curr.	Enter the amount
Cost center	Enter the appropriate cost center
Text	Enter the description of the item
Order	Enter the appropriate internal order
Fund	Enter the appropriate fund
Text	Enter the description of the item
Validate the data entry	Press Enter or click on the Enter icon
Review/complete the above fields on the next line if appropriate.	

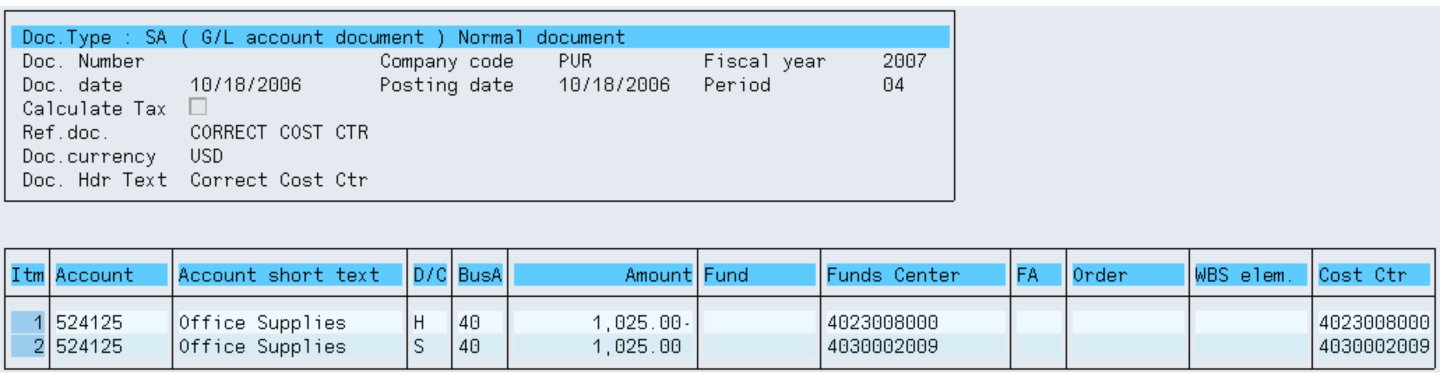
G/L Document Create



Grant	St...	G/L acct	Short Text	D/C	Amount in doc.curr.	T...	Text	Busi...	Cost center
NOT-RELEVANT GRANT	✓	524125	Office Supplies	H Cred	1,025.00			40	4023008000
NOT-RELEVANT GRANT	✓	524125	Office Supplies	S Deb	1,025.00			40	4030002009

Green checkmarks appear in the Status column for each line item. This checkmark means that the data entered on that line is valid and accepted by the system. It does not mean that the data is accurate, e.g., correct cost center or amount.

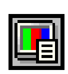
Click on the Simulate button  to view the entered values before posting.

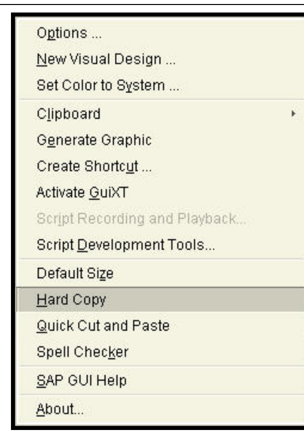


Doc.Type : SA (G/L account document) Normal document
Doc. Number　　Company code　PUR　Fiscal year　2007
Doc. date　10/18/2006　Posting date　10/18/2006　Period　04
Calculate Tax
Ref.doc.　CORRECT COST CTR
Doc.currency　USD
Doc. Hdr Text　Correct Cost Ctr

Itm	Account	Account short text	D/C	BusA	Amount	Fund	Funds Center	FA	Order	WBS elem.	Cost Ctr
1	524125	Office Supplies	H	40	1,025.00-		4023008000				4023008000
2	524125	Office Supplies	S	40	1,025.00		4030002009				4030002009

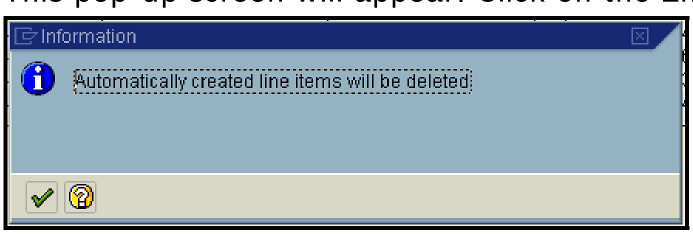
From the Menu Bar select Customizing of Local Layout → Hard Copy to print the screen





Then click the Back icon to return to the main entry screen. If a data element needs to be changed, you will need to delete the line and then re-key the correct data.

This pop-up screen will appear. Click on the Enter icon



To Save, click on the Save icon

The doc. # will be displayed at the bottom of screen. Record on printout and file.