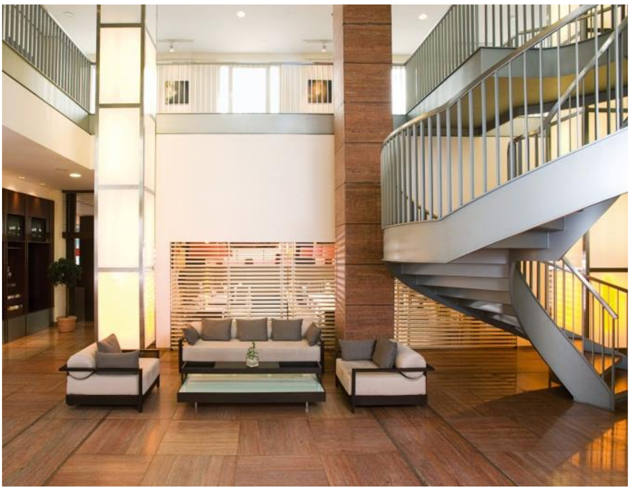


Job Aids

- General Ledger
  - GL Documents Management

1. Document History

Version	Date	Modifications
V1.0	December 13, 2013	
V2.0	September 13, 2023	

2. Processes and Transactions

– Documents Management	
– Document Posting	FB01
– Change Document	FB02
– Display Document	FB03
– Document Posting: G/L Posting	F-02

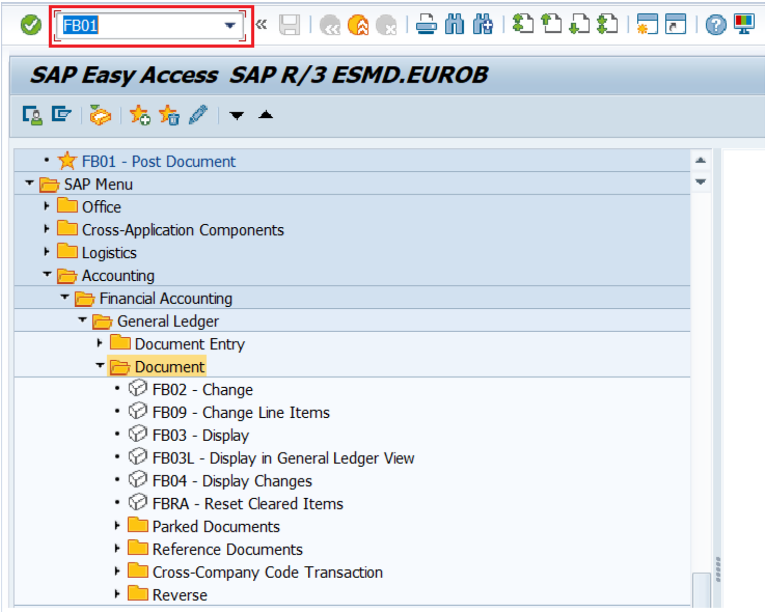
3. Roles

- GL Analyst
- GL Manager Area

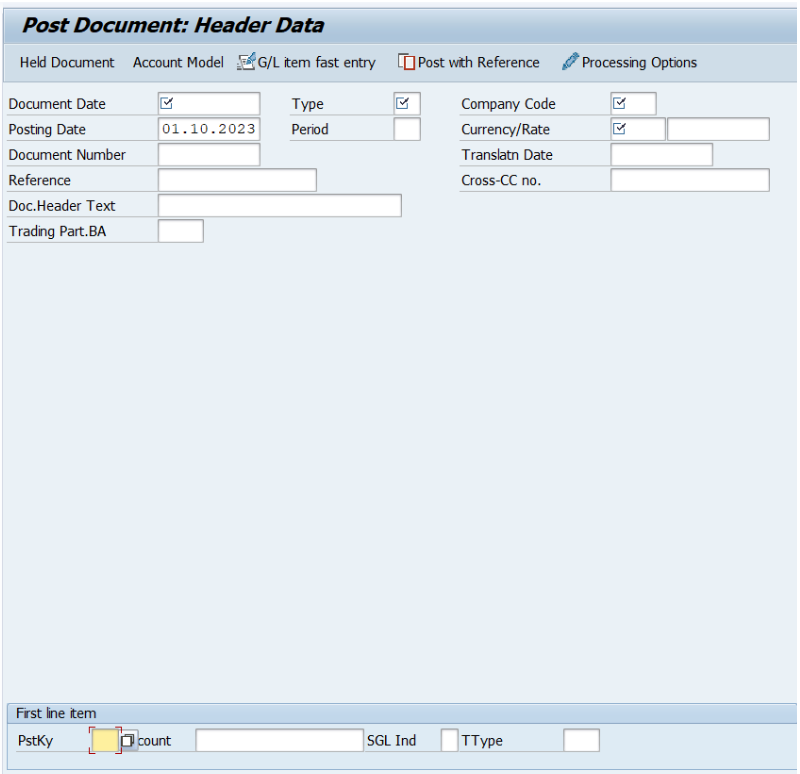
4. Execution in SAP – Managing Documents

1.1. To perform the **Document Posting** transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter. The transaction will be used for posting any document manually in the system.

Transaction code: **FB01**



The first screen in the transaction is a header data where the user will be able to set some criteria in order to post any document:

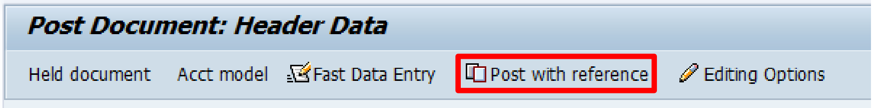


The fields of the picture are detailed in the table below:

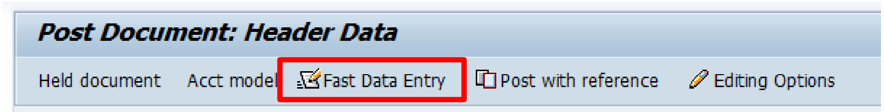
Field	*Brief Explanation*
Document Date	Mandatory. Reference to the invoice date (i.e. ddmmyy)
Type	Mandatory. Equivalent to the accounting books, and used to post a type of entry. It also determines the operation that belongs to each FI document (e.g. AM - Asset Manual)
Company Code	Mandatory. Reference to the FI company code where the document must be posted (e.g. ES10)
Currency/Rate	It is possible to perform postings in foreign currencies. The currency can be selected by clicking in the match code (e.g. EUR).
Reference	Optional. Brief text description in order to identify a document account.
Doc. Header. Text	Optional. It is a header long text that will identify the recurring journal.
Posting Key	Mandatory. It is a SAP code that will determine if the account will appear in the credit or the debit side and which class of operation will be posted. Specific transactions will automatically choose the correct posting key. User will only have to deal with posting keys when using SAP for manual transactions. It is not possible to use negative accounting; each position will be posted with its corresponding posting key to Debit or Credit Side.
Account	Mandatory. G/L account on which the document will be posted. It will be possible to apply Vendor, Customer or Fixed Asset accounts depending on the posting key used.
Special G/L Indicator	SGL Ind: Optional. Defines an operation in a Special General Ledger account. The SGL key allows to post against third parties using accounts which are different with the ones the vendor/customer has in his master data. It will be used exclusively for all the accounts that have been created as associates. No direct posting will be allowed.
Transaction Type	TType: Optional. Identify individual business transactions. It has to be entered for each transaction that affects assets and is assigned to a transaction type group. (e.g. 200 – Retirement without revenue)
Posting Date	Mandatory. Reference to the date when the document is entered in Financial Accounting or Controlling (i.e. ddmmyy)

There are two quick accesses to fulfill the document information:

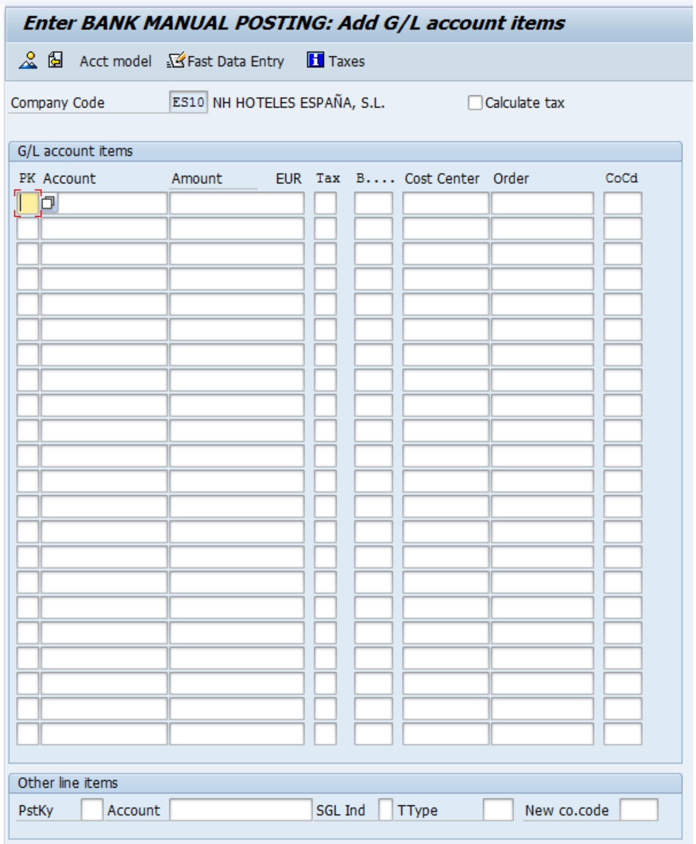
1. By clicking **Post with reference** button the system will auto populate the fields according to the reference document; i.e., another FI document that has already been posted.
   Please refer to Transaction F-01 in "Job Aid GL_04 Accounting Documents"



2. By clicking to **Fast Data Entry** (after introducing all the Header Data) it is possible to introduce all the Line Items in one unique step. It is not necessary to introduce line item by line item.



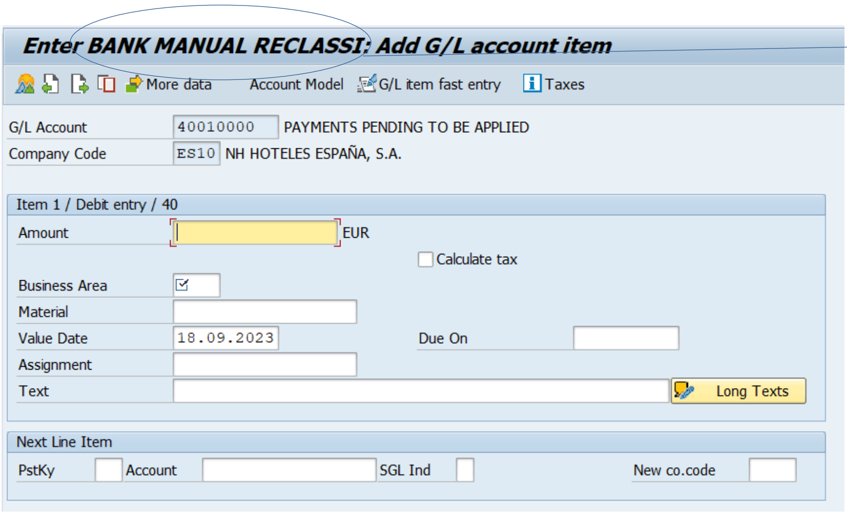
By double click, the fields to complete the with all Line Items is displayed:



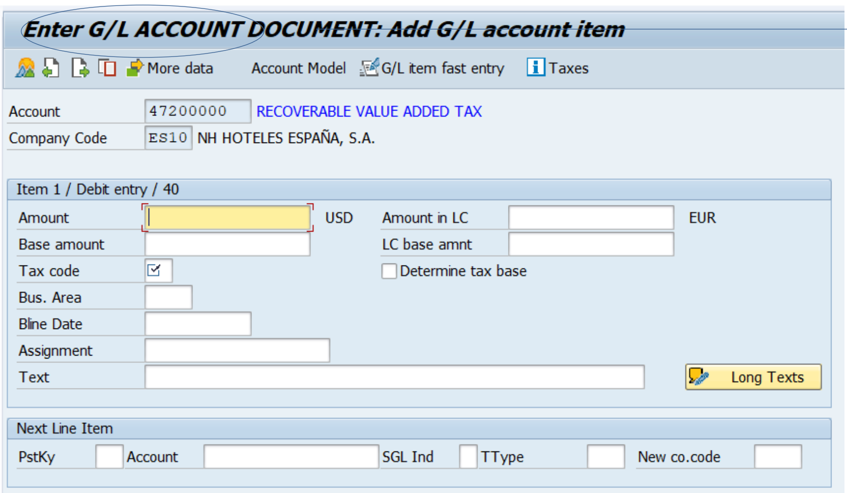
When all line items are entered, click Simulation icon to display the balance.

Click diskette to post the document

- Click Fast Data Entry once First Line Item is introduced due to display the G/L account item.
- The following screen will show two different examples after completing the Header Data.



Example when introducing Document Type BR.
When introducing other Document Type in the previous screen, a different screenshot will be displayed.



Example when introducing Document Type: SA

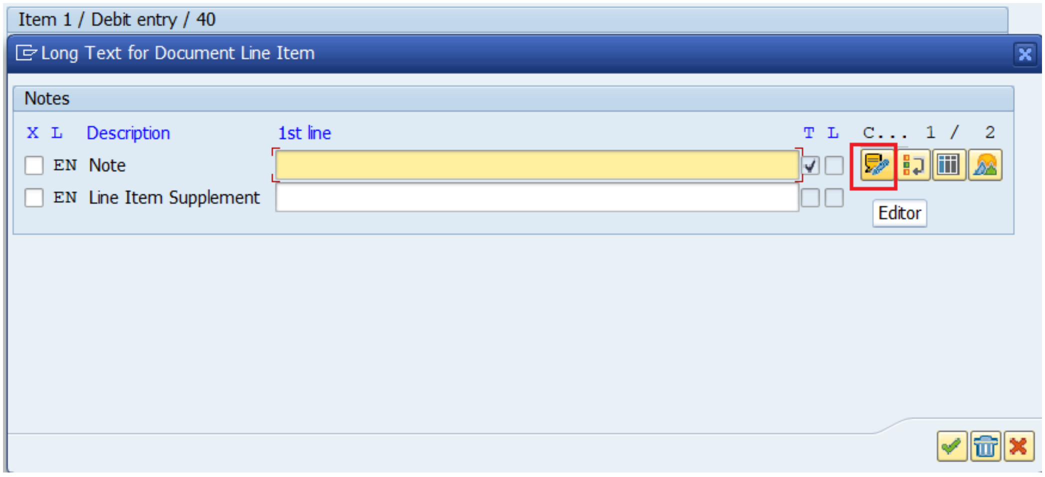
The fields of the previous screens and other fields not shown in the picture, are detailed in the table below:

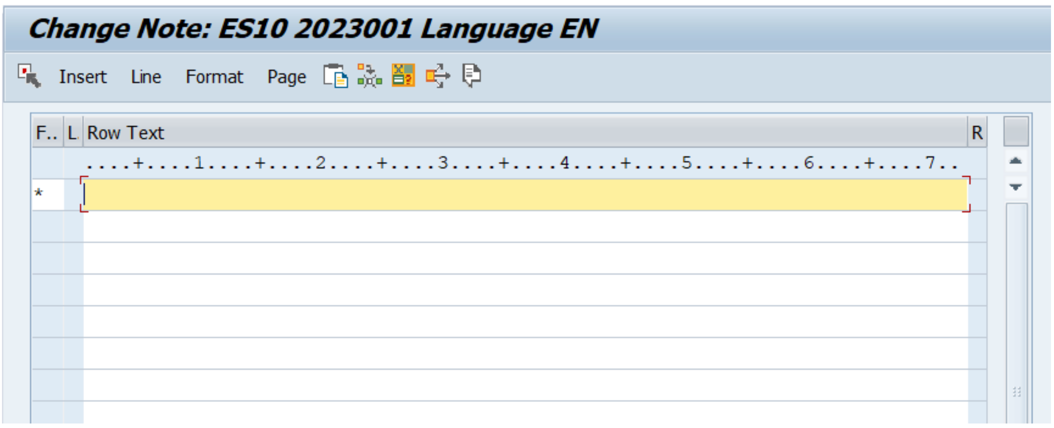
Field	*Brief Explanation*
Amount	Quantity. Filled by the user. Currency already specified in the header fields
Amount in local currency	If the amount in the foreign currency is unknown, the amount in the local currency can be introduced in this field. The amount in the foreign currency will be calculated automatically by the exchange rate predefined. The foreign currency will appear at the right of the field Amount, and the local currency at the right of the field Amount in local Currency.
Business Area	Hotel or Administration (e.g. 0002)
Text	Description of the line item (Recommended)
Trading Part Business Area	Trdg.Part.BA: Identifies the business area of a business partner
Tax Code	Only applicable for some operations. It will only be indicated in the invoice registrations. Consequently, manual entries will not be informed of a Tax Code.

Cost Center	Only applicable for P&L postings (groups 6 and 7)
Assignment	Reference code. It must be highlighted that it is an important field to be completed homogeneously in order to identify the nature of the operation.
Value Date	Number of days that elapse between the posting date of the payment run and the value date at the bank (i.e. ddmmyy)

Any additional relevant information (emails, comments, etc.) should be indicated in the journal through the "Txt.expl." button following the next steps:

- Click Long Texts button
- Inform about Header Line and click
- It will appear a white document (similar to a word page) where information must be introduced.





- By clicking the tick the journal will save the data introduced in the field

- Carry out the same procedure for Next Line Item.
- Introduce all the Line Items necessary.
- Click Simulation Icon due to display document overview and correct it.
- Click Diskette to post the document. The following message will appear: Document 1500000340 was posted in company code ES10

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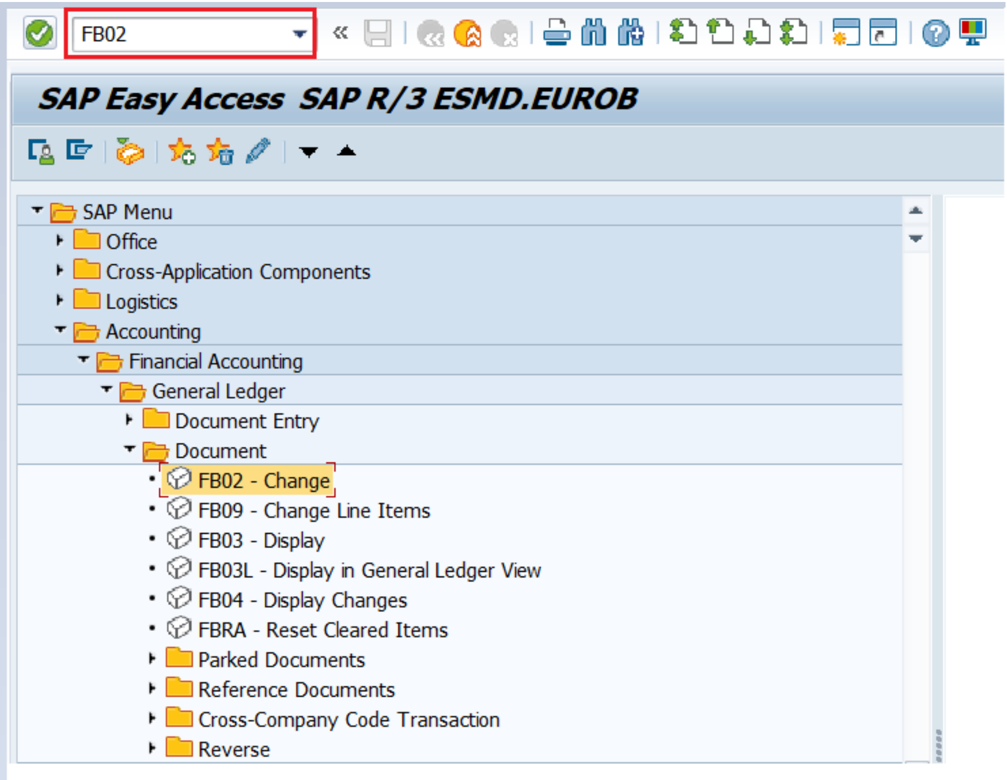
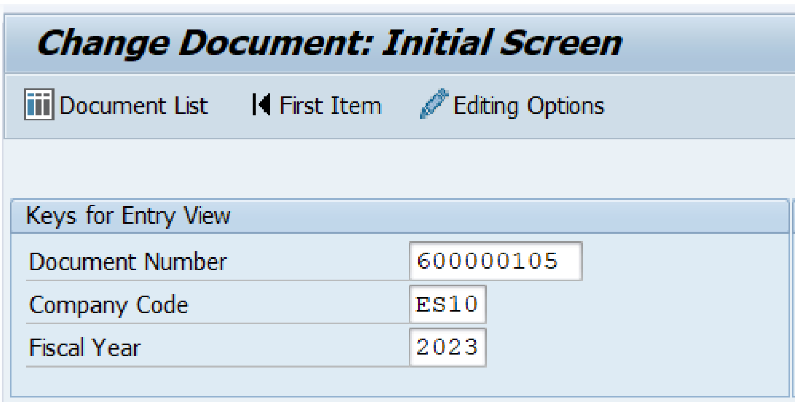
1.2. To perform the **Change Document** transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter:

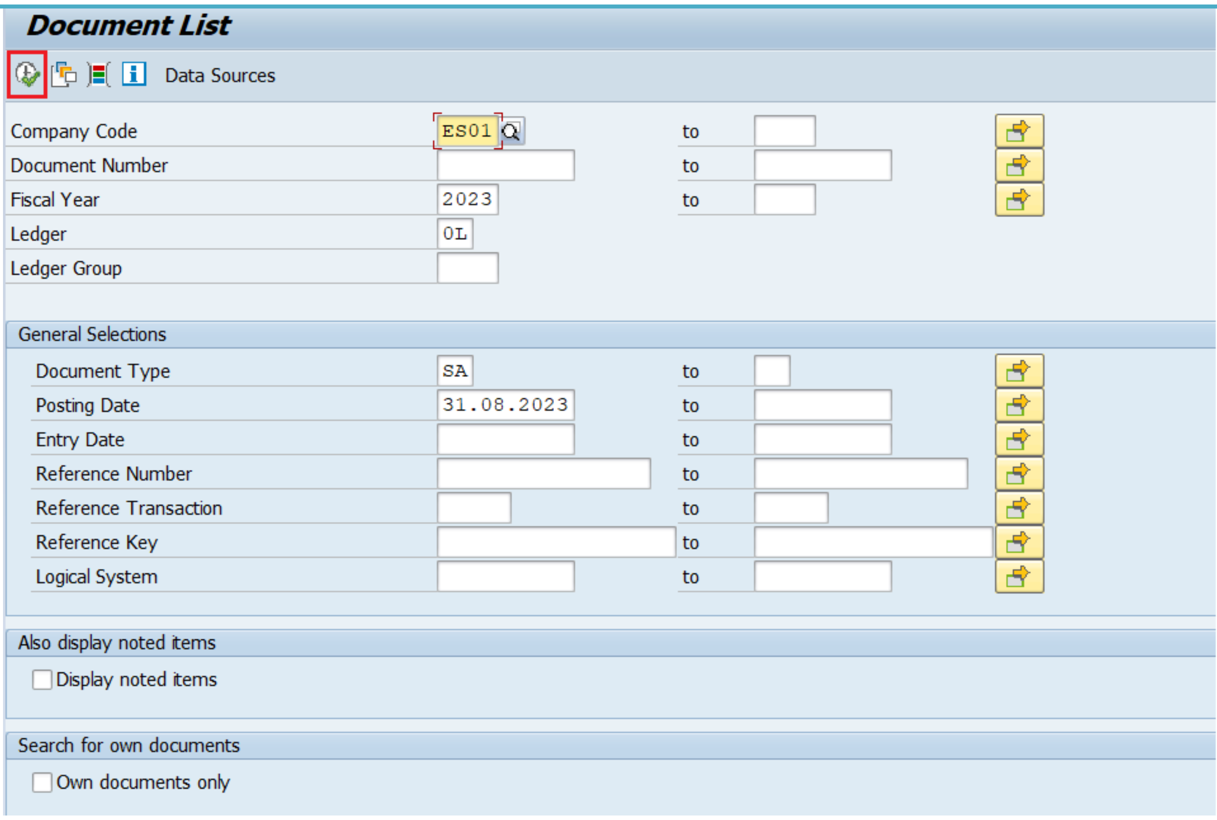
Transaction code: **FB02**



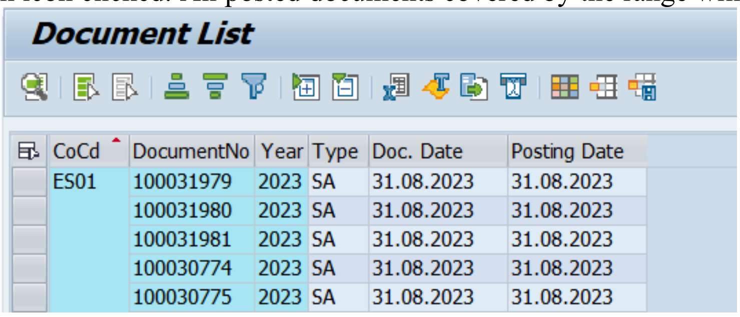
Within the first screen displayed, after double click in the transaction, the user will be able to select the document in order to modifying it the master data:



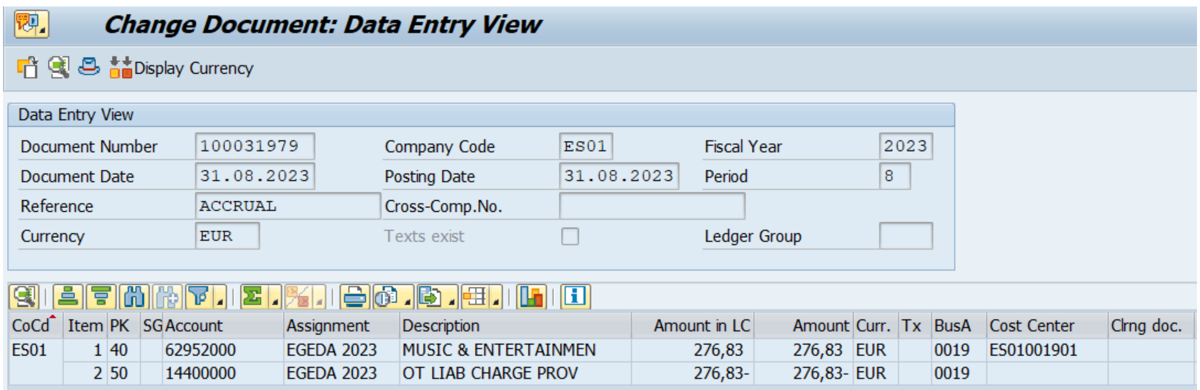
- By specifying the document number, the company code and the posting year posted documents will be displayed.
- The same document can exist for different company codes and fiscal years.
- By default the system shows the latest document created. Nonetheless, the document could be found by clicking Document List.



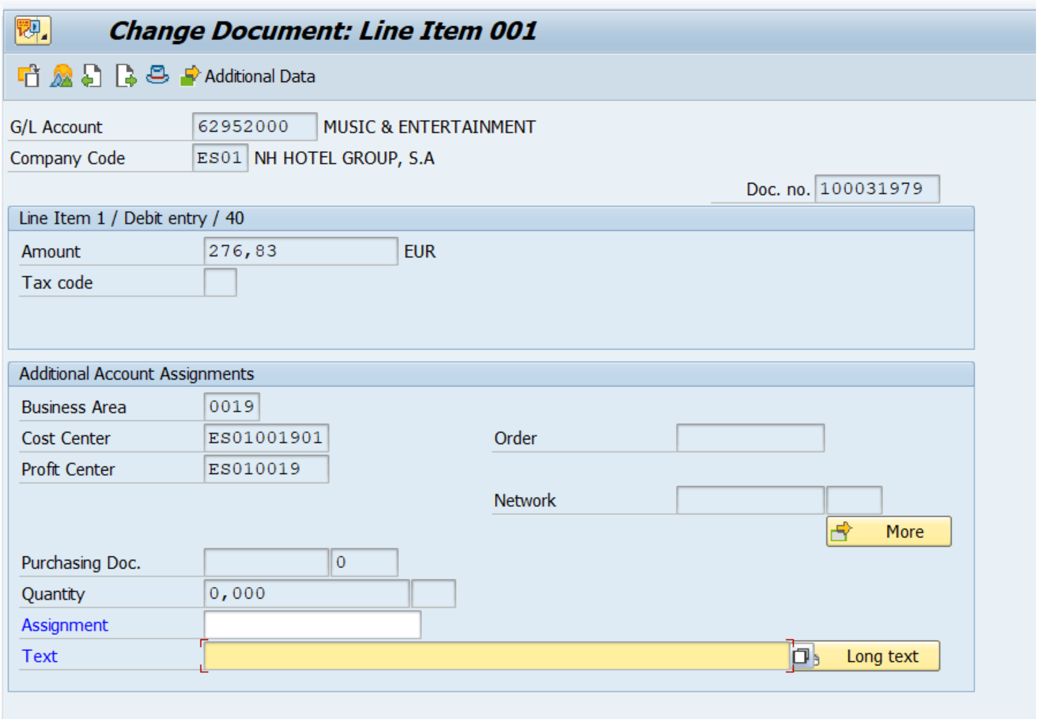
- A series of filters are displayed. A research could be limited when ranges are fulfilled and Execution icon clicked. All posted documents covered by the range will appear:



- When the document is found, click tick to overview the Data Entry that will show all the information:



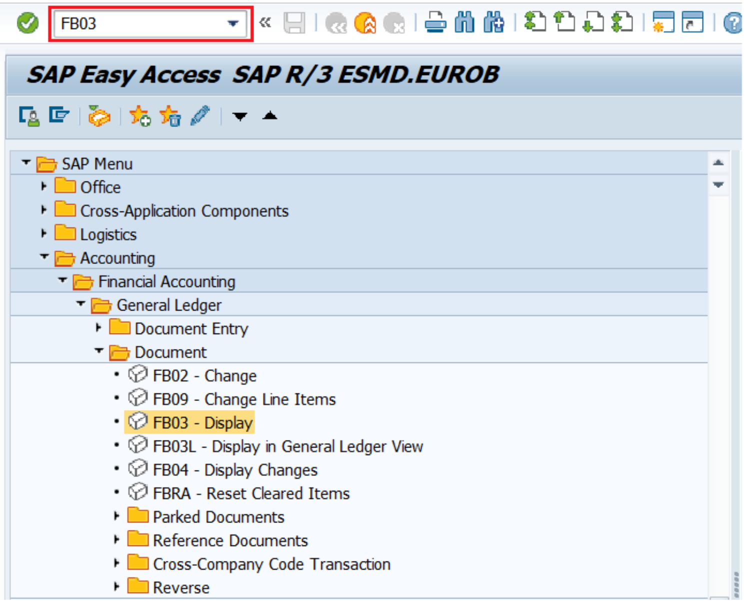
- Double click in each account and all the information related to the posted document is displayed.
- Furthermore, if double click is done in each line, specific information of the line will be shown as well as the modifiable fields (white fields)



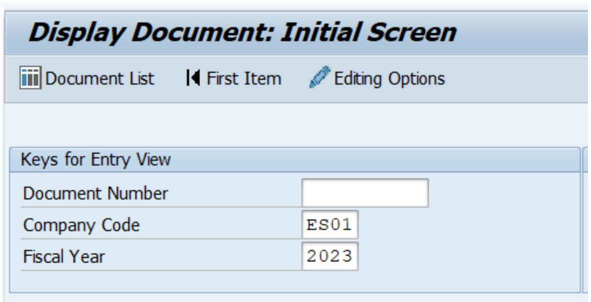
- In order to modify Header Data, click
- Once the document is posted, the system only allows limited fields to be changed:
  - Not possible to be changed: posting date, document type, currency, exchange rate, posting key, accounts, amount, cost object
  - Possible to be changed: reference, assignment, text.
- Click diskette when all modifications are finished.
- If a key field must be modified the user should reverse the document and post it again. (For further information, see “Job Aids Cross_01_Document Reversal”)

1.3. To perform the **Display Document** transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter:

Transaction code: **FB03**



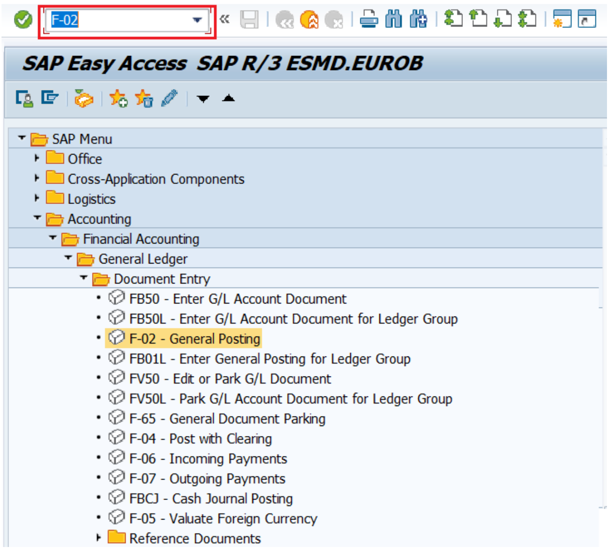
Within the first screen displayed, after double click in the transaction, the user will be able to select the document in order to overview it:



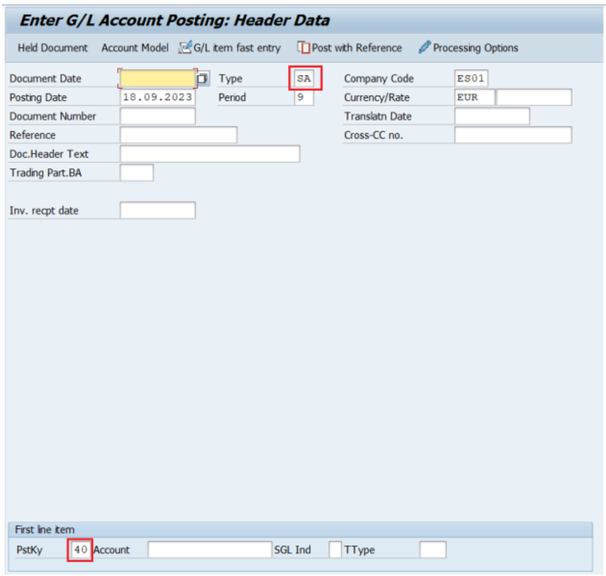
- All steps are executed similarly to the transaction "change document" but with no possible modification.
- Document Number and Company Code are mandatory in order to overview the document.

1.4. To perform the **Document Posting: G/L Posting** transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter.

Transaction code: **F-02**



The first screen in the transaction is a header data where the user will be able to set some criteria in order to post a document in a G/L account.



- It can be remarked that the screenshot is similar to FB01 transaction: Document Posting, previously explained in the document.
- The main differences are Type and Posting Key fields which are predetermined:
  - Type: SA – G/L Account Document
  - Posting Key: 40 – Debit General Ledger (First Line Item). The second Line Item will be posted with a Posting Key 50 – Credit General Ledger
- The transaction will be exclusively used when posting a document in a G/L Account.
- By clicking the diskette, document will be directly posted in G/L.