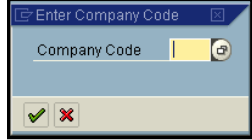







FV50 Park G/L Account Items

Beginning Steps	
Enter the Transaction Code	FV50
First time this screen is accessed a pop-up box requesting the company code will be displayed. Enter PUR and press Enter or click the green check mark.	
Use Editing Options Icon  Editing options to set Doc.type option.	Select: 2 Document type ready for input. After selecting, green arrow back to the Basic Data tab.
Please Note: The detailed screen layout automatically defaults to the variant developed for Purdue, "ZPurdue". (No longer need to select.)	
Header	
Document date	Enter the date of the document
Posting date	The date the document updates and is reflected in the financial system. The field defaults to the current day's date
Reference	Leave blank. Central Accounting will enter this field, date and initials
Doc. Header Text	Description of the business transaction
Document Type	Document type defaults to SA, JV-account document. The document type identifies the type of transaction (Choose JN for Intramural Invoice Voucher). The document type assigns the document number.
Line Item	
G/L acct	Enter the G/L account or use the Possible Entries icon  to search
D/C	Enter whether this entry is a Debit or Credit
Amount in doc curr.	Enter the amount
Text	Enter the description of the item (50 characters available)
Cost center	Enter the appropriate cost center
Order	Enter the appropriate internal order
Fund	Enter the appropriate fund
Validate the data entry	Press Enter or click the Enter icon 

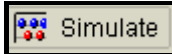


FV50 Park G/L Account Items

Line Item (Continued)

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Text	Lo...	Busi...	Cost center
✓	524125	Office Supplies	Deb	1,025.00		40	40	4016007000
✓	524125	Office Supplies	Cre	1,025.00		40	40	4026008000

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 icon to view the entered values before posting. From the menu bar select JV layout: Settings → Layout → Choose → JV

Doc. Type : SA (JV-account document) Normal document					
Doc. Number	Company code	PUR	Fiscal year	2007	
Doc. date 01/23/2007	Posting date	01/23/2007	Period	07	
Calculate Tax	<input type="checkbox"/>				
Ref.doc.	MRS CORRECT CC				
Doc.currency	USD				
Doc. Hdr Text	Correct Cost Ctr				

Item	Account	Account short text	D/C	BusA	Amount	Fund	Funds Center	Order	Grant	WBS element
1	524125	Office Supplies	S	40	1,025.00	11010071	4016007000		NOT-RELEVANT GRANT	
2	524125	Office Supplies	H	40	1,025.00	11010071	4026008000		NOT-RELEVANT GRANT	

Document Text

To enter Document Text, go to menu bar and select: Extras → Document texts

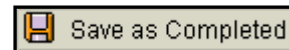
Double click on the "Note" text category. Enter a detailed explanation regarding the purpose of the document. (Text printout must be attached to transaction printout for auditing purposes.)

To print Document Text, you must first display the text. Go to menu bar and select: Extras → Document texts

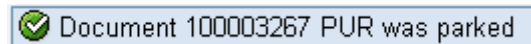
Double click on the "Note" text category. To print, click on the printer icon.

Park

To park the document, click on the Save As Completed icon



When the document is parked, a message containing the document number will appear at the bottom of the screen. Remember to write down the number on the printout



To immediately retrieve parked document for printing purposes, go to the menu bar and select: Document → Display

To print a copy of your parked document before sending to Central Accounting, go to the menu bar and select: Goto → Display as list

Once in the list, go to the menu bar and select: System → List → Print

Notify the appropriate central accounting department by forwarding the document text and parked document printouts (with the document number recorded) and appropriate approvals.