

### Journal Entry Document Types

These are the commonly used General Ledger **Document Types** for creating a Journal Entry through **WebGUI ECC** Transaction in **FV50 (Park G/L Account Items/Create Journal Entry)**.

Document Type “**SA**” is defaulted in transaction **FV50** and is used for non-grant journal entry.

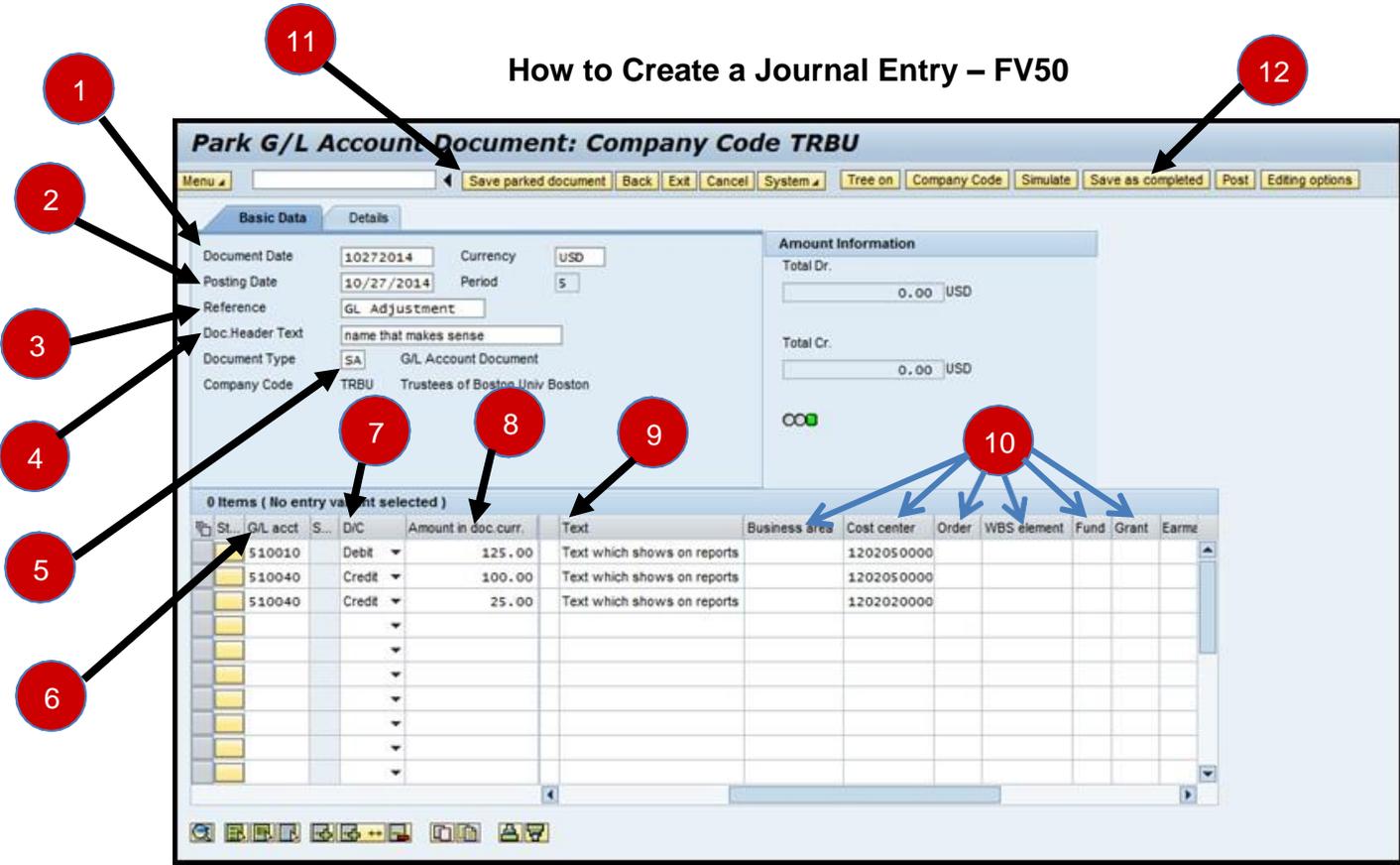
The system defaults field “**Document Type field is hidden**”; for more information go to [13 Add Document Type Field \(FV50\)](#) document or to access the Quick Reference Guide go to [QRG Editing Options FV50 Document Type & Display period fields](#).

Document Type	Description	Notes
<b>SA</b>	G/L Account Document	Standard, non-grant journal entry – defaulted document type for Transaction FV50
<b>ZJ</b>	Grant Non-Cost Transfer	Not considered a Cost Transfer. Used to: 1. Process cost recovery; 2. Reclassify an expense from one GL Account Number to another on the same Sponsored Program; 3. Move an expense from one Sponsored Program to another on the SAME SAP grant.
<b>ZK</b>	Grant Cost Transfer	Moving a cost between a department and a grant or moving a charge across two grants. This document type is to be used when the original transaction date is less than 90 days from the date the journal entry is created. ZK is governed by the Cost Transfer Policy: <a href="http://www.bu.edu/researchsupport/forms-policies/sponsored-program-non-salary-cost-transfer/">http://www.bu.edu/researchsupport/forms-policies/sponsored-program-non-salary-cost-transfer/</a>  An electronic “ <b>Grant Non-Salary Cost Transfer Request Form</b> ” must be submitted for journal entries coded with <b>Document Type ZK</b> and <b>ZV</b> .  A Business Warehouse Report showing the original charge must be attached for journal entries coded with Document Type ZK and ZV.
<b>ZV</b>	Grant Cost Transfer Over 90 Days	Moving a cost between a department and a grant or moving a charge across two grants. This document type is to be used when the original transaction date is equal or greater than 90 days from the date the journal entry is created. ZV is governed by the Cost Transfer Policy: <a href="http://www.bu.edu/researchsupport/forms-policies/sponsored-program-non-salary-cost-transfer/">http://www.bu.edu/researchsupport/forms-policies/sponsored-program-non-salary-cost-transfer/</a>  An electronic “ <b>Grant Non-Salary Cost Transfer Request Form</b> ” must be submitted for journal entries coded with <b>Document Type ZK</b> and <b>ZV</b> .  A Business Warehouse Report showing the original charge must be attached for journal entries coded with Document Type ZK and ZV.

 An electronic “[Grant Non-Salary Cost Transfer Request Form](#)” must be submitted for journal entries coded with **Document Type ZK** and **ZV**.

A Business Warehouse Report showing the original charge must be attached for journal entries coded with Document Type ZK and ZV.

### How to Create a Journal Entry – FV50



#	Field Name	Entry	Description
1	Document Date	Required	Enter a valid date. It is recommended you enter the current date entry is created.
2	Posting Date	Required	Defaulted to current date. Must be within the current period.
3	Reference	Optional	Enter a name or description identifying the journal entry at the header level. This field will display in <b>WebGUI ECC</b> using <b>FB03</b> and <b>FBV3</b> .
4	Document Header Text	Optional	Enter name or description that will help identify the entire journal entry.
5	Document Type	Required	Enter or select transaction document type.  There are four common document types for Journal Entries: <b>SA (GL Acct Document)</b> – i.e. Cost Center to Cost Center, Cost Center to non-grant Internal Order), <b>ZJ (Grant Non-Cost Transfer)</b> , <b>ZK (Grant Cost Transfer within 90 days)</b> or <b>ZV (Grant Cost Transfer Over 90 Days)</b> .
6	GL acct	Required	Enter or select GL account to be credited or debited.
7	D/C	Required	Click and select <b>Debit</b> or <b>Credit</b> .
8	Amount in doc curr.	Required	Enter line item amount to be credited or debited.
9	Line Item Text	Required	Enter line item text field which will display on reports.

#	Field Name	Entry	Description
			<p>User may want to add some descriptive language on this field which will help identify the line item on the Journal Entry when viewing using <b>WebGUI ECC</b> or a <b>BW</b> report.</p> <p> For Document Types <b>ZK</b> and <b>ZV</b> entries, the text should include the original transaction date and the original transaction identifier. An example would be, 10/01/17 1900XXXXXX Lab Supplies.</p>
10	<b>Cost Object</b>	<i>Required</i>	<p>Enter <b>Cost Center</b>, <b>Internal Order</b> or <b>WBS element</b> in the appropriate column. Only <b>Cost Object</b> is required when using an income or expense account.</p> <p><b>Business Area</b>, <b>Grant</b> and <b>Fund</b> fields are required to be entered when using a <b>balance sheet</b> GL account. (i.e. GL Account - 210010, <b>Fund</b> - 10000XXXXX, and <b>Business Area</b> - 1CRC.)</p> <p><b>Cost Objects</b> are required for Profit &amp; Loss (P&amp;L) accounts. P&amp;L accounts start with <b>GL Accounts</b> 4XXXXX or 5XXXXXX).</p>
11	<b>Save Parked Document</b>	<i>Optional</i>	Click this field to park a journal entry, if the intention is to edit or revisit the journal entry at a later time.

*and/or*

12	<b>Save as completed</b>	<i>Optional</i>	Click this field to save and initiate the workflow approval process.
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**Next Steps**

[Attachments and Notes](#)

To attach a pdf, document or note to a Journal Entry you will need to go to transaction code **FBV3** then select the **Services for Object**  and click on **Create Attachment**.



You cannot attach a document unless the journal entry has been saved.

For more information on how to attach a document to your journal entry go to [02 Attach Document to Journal Entry \(FBV3\)](#).

[Grant Non-Salary Cost Transfer Request Form](#)



**ZGM\_CSTR\_REQ** code is only required for grant related journal entries; **Document Type ZK** (Grant Cost Transfer within 90 days) and **ZV** (Grant Cost Transfer Over 90 Days).

To complete a grant non-salary cost transfer form, go to [transaction code ZGM\\_CSTR\\_REQ – Grant Non-Salary Cost Transfer Req](#), enter the journal entry document number and document type then click the **Execute** button

The request form must be completed after you have created and parked the journal entry.

A Business Warehouse Report showing the original charge must be attached for journal entries coded with Document Type ZK and ZV.

[JE Workflow Status](#)

To review your journal entry workflow status go to **Display Document (FBV3)** then select the **Services for Object**  and select **Workflow** and click on **Workflow Overview**.



***You have successfully Saved or Completed a Journal Entry Document.***