Welcome to the Central Office General Ledger Course

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- Welcome and Introductions
- Logistics
- Ground Rules
- Course Objectives
- Course Content

Business Tools for Schools

Training

Business Tools for Schools

User ID *

Password *

* Enter your Single Sign-On (email) username and password to Log In.
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)
Do not add domain name (@lausd.k12.ca.us @lausd.net)

Log on

Logon Problems? Get Support

Microsoft Internet Explorer 9 Users: Please read this

By the end of this class, you will be able to:

- Explain the journal entry creation and approval processes
- Create and change a parked journal document
- Display a posted journal entry
- Display a general ledger account
- Reverse a journal entry
- Display general ledger document and balances
- Explain workflow

	Chapter Description	Time
1	**Definitions and Process Overview**	30 minutes
2	**Create and Edit Journal Entries**	150 minutes
3	**Display G/L Document and Balances**	30 minutes
4	**Summary**	15 minutes

By the end of this chapter, you will be able to:

- Identify and describe the cost objects used in journal entries
- Describe accounting periods used in SAP

Term	Definition
Fund	A separate and distinct fiscal/accounting object containing a complete self-balancing set of accounts used to monitor the use of the financial resources of an organization, together with associated liabilities and residual equities
Functional Area	A classification of financial transactions according to functions executed in an organization. The functional area provides information on the overall purposes or objectives for each transaction.
Cost Center	A cost object that represents organizational units with responsibility for on-going activities focused on expenditures. Cost centers are based on the IFS Organizations.
WBS element	A structural element in a work breakdown structure (WBS) representing the hierarchy of a project.
Internal Order	A cost object used to plan, collect, monitor, control, and distribute the actual costs of discrete, short-term tasks performed by responsibility units. IFS jobs will be tracked as internal orders.
G/L Account	A 6-digit code to identify expenses, revenues, and balance sheet items.

There are 16 posting periods.

As LAUSD's fiscal year extends from July to June, period 1 corresponds to July, period 2 to August, and so on.

Additionally, SAP offers periods 13-16 to allow for year end adjustments.

- Period 13 – Transactions after June 30 pertaining to the old fiscal year

- Period 14 – Budget transfers to cover overdrafts by major commitment item

- Period 15 – Modified accrual audit adjustments

- Period 16 – Full accrual adjustments (audit and non-audit)

- Transactions entered in periods 13-16 must have the posting date in the month of June

You should now be able to:

- Identify and describe the cost objects used in journal entries
- Describe accounting periods used in SAP

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By the end of this chapter you will be able to:

- Explain G/L master data
- Create and park a journal entry
- Create and park a journal entry using the journal upload process
- Reverse a posted journal entry document
- Explain the different journal entry document types

Parked Journal Entry

- A journal entry waiting for approval.

Reverse Journal Entry

- The process of reversing an entire journal entry.

Journal Upload

- The process of using an Excel spreadsheet to complete a journal entry and subsequently uploading it into SAP.

Document Number

- An approved journal entry will generate an SAP document which contains all the JV information.

Walkthrough: Display G/L Master Record

FS00– Display G/L Master Record

This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.

Exercise: Display G/L Master Record

ADD links to Globally Published simulations in Uperform

To complete this exercise follow the instructions listed here.

All JVs, including fiscal year-end accruals or deferrals, will be entered into SAP by employees assigned the Journal Entry Preparer role either manually or via worksheet upload and will always be entered as parked documents. Each parked document will then be electronically routed to employees assigned the Journal Entry Approver role for review. Accounting and Disbursement will have one approval level while non-accounting users will have two.

Parked documents will be approved and posted through workflow. Rejected documents will be returned to the preparer (and notified by email) to be either revised and resubmitted using transaction FBV2 or deleted using transaction FBV0.

Schools will continue to request JVs by e-mailing worksheets to Accounting staff who will then create parked documents in SAP that will also be electronically routed for review and approval. An e-mail will be sent to the requester if the JV is not approved.

Park

- **Creates a document**

- **Does not trigger workflow**

- **Does not affect AVC or G/L balances**

Save as Completed

- **Creates a document that triggers workflow**

- **Creates commitments of funds**

- **Does not affect G/L balances**

Document Type	Description
SA	Use for a standard journal entry
SY	Use to create an accrual/deferral journal entry. SY documents will be reversed at the beginning of the new fiscal year.
ZM	Use when the journal entry is not intended to interface to LACOE.

FV50 – Create Parked JV

Journal upload spreadsheet

Document Type and Period Display in FV50
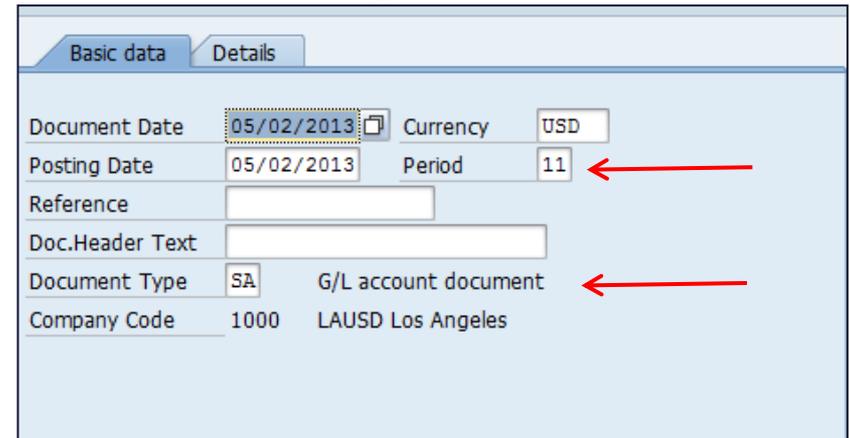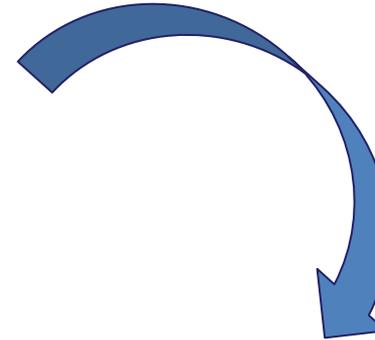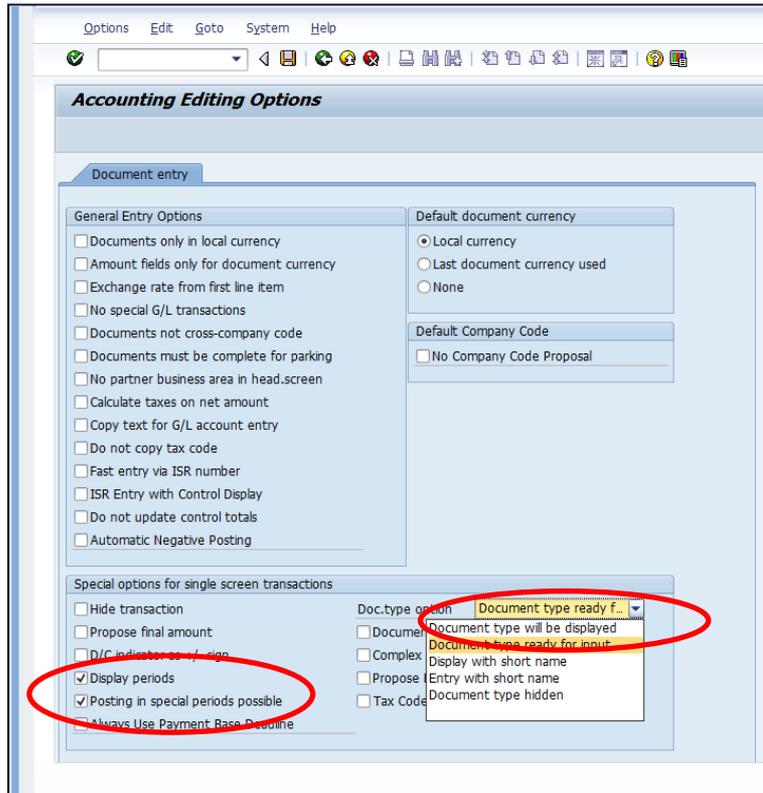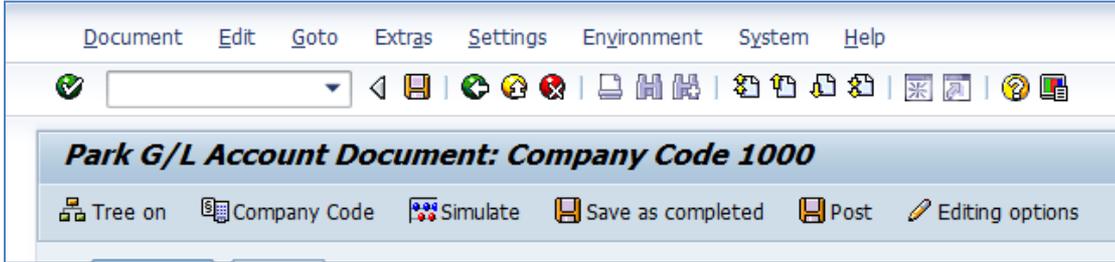
FV50 – Create Parked JV

Park G/L Account Document: Company Code 1000

品 Tree on	📳 Company Code	📖 Simulate	💾 Save as completed	💾 Pos

Basic data | Details

Document Date	05/09/2013	Currency	USD
Posting Date	05/09/2013		
Reference	GLS–		
Doc.Header Text			
Company Code	1000	LAUSD Los Angeles	

Reference ID field is 4 characters **XXX-** the first 3 digits to represent your department. If left blank, the system will insert **GLU-**

FRS – Financial Reporting
SFP – Specially Funded
GLS – General Ledger
JCA – Job Cost
CRM – Cash Receipt
FAC – Facilities
APS – Accounts Payable
ITD – IT Dept
FDS – Food Services

Journal upload spreadsheet

C	D	E	F	G	H
Posting D	Spec Post	Ref Number	Headr Text		
12/05/2012		FRS-	May Test		
Amount	Cost Cent	Order	WBS	Asset No	Fund
10.01	1243801				010-0000
20.02	1247001				010-0000
40.65	1247301				010-0000

Workflow will be triggered, and document parked, when the **Save as Complete** button is clicked.

Walkthrough: Create and Park G/L Document

FV50 – **Create and Park G/L Document**

This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.

Exercise: Create and Park G/L Document

ADD links to Globally Published simulations in Uperform

To complete this exercise follow the instructions listed here.

1) The Excel spreadsheet must be saved in **.txt (tab delimited)** format. Dates within the spreadsheet must in in MM/DD/YYYY format.

March 9, 2013 is represented at 03/09/2013

2) Number format must be 'xxxx.xx' without any symbols other than negative symbol and decimal point. A negative symbol is in the front of a number.

NOTE: Posting key **40** represents debits and posting key **50** represents credits.

GL Upload Program

File Manager

| Interface ID | Additional Selection |

Execute Object

☑ Test Run — *Execute in test run initially.*

Input File Options

Interface ID: `ZGLEH1034` — *Select the 'Presentation Server File' checkbox.*

⦿ Presentation Server File
◯ Application Server File

File Name: `C:\upload03122013.txt` — *Enter the file name.*
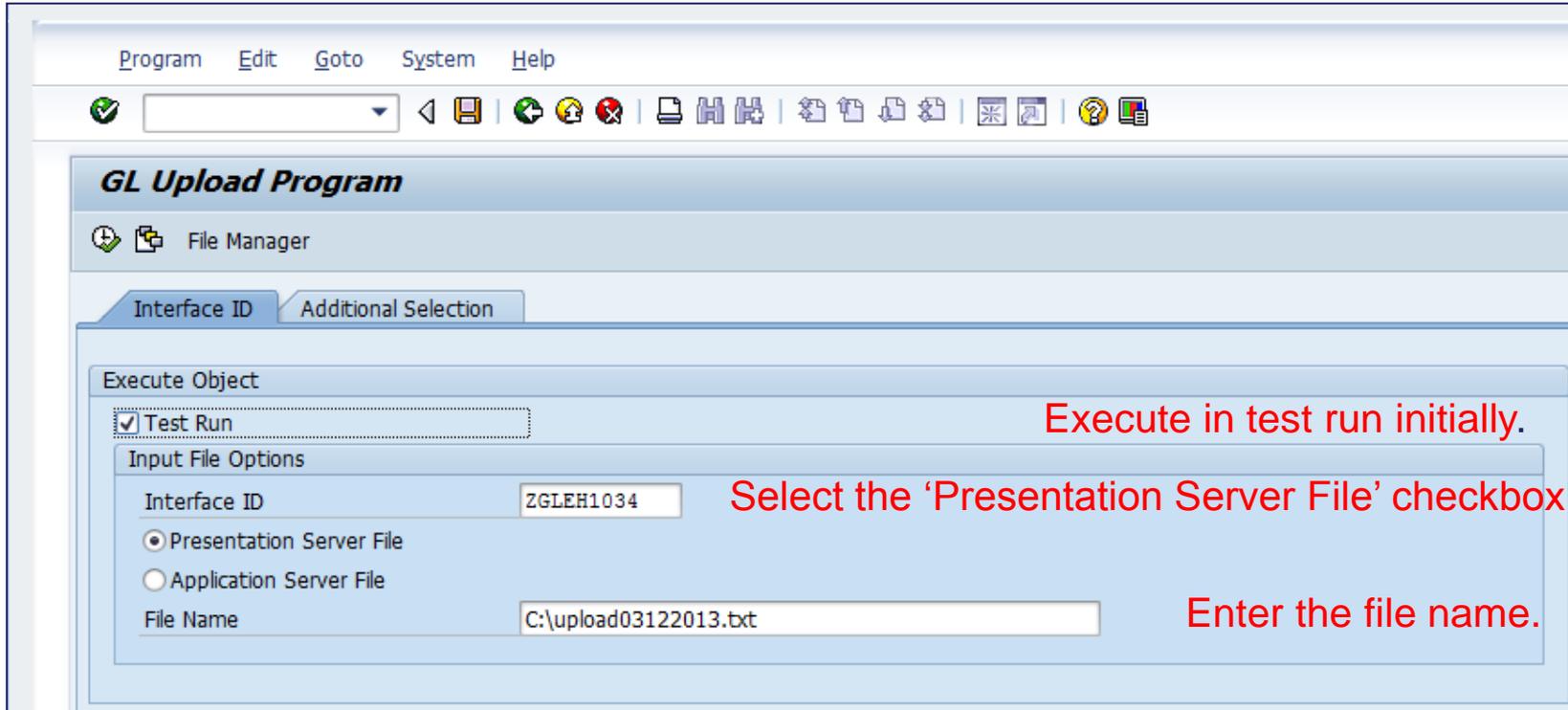
ZGL_UPLOAD must first be executed in Test Run to identify possible SAP errors. SAP validation errors are displayed first and AVC errors are only displayed after all validation errors have been cleared.

NOTE: a successfully uploaded file will automatically trigger workflow

SAP general ledger documents are limited to 990 line items.

An upload file with more than 990 line items will be split into multiple documents.

It is possible that one document rejects and the remaining document(s) creates parked document(s).

Walkthrough: Create Parked Journal Entry from Excel

ZGL_Upload – Journal Entry Upload

This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.

Exercise: Create Parked Journal Entry from Excel

ADD links to Globally Published simulations in Uperform

To complete this exercise follow the instructions listed here.

Walkthrough: Change Parked Document

FBV2 – Change Parked Document

This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.

Exercise: Change Parked Document

ADD links to Globally Published simulations in Uperform

To complete this exercise follow the instructions listed here.

Click the right side of the button.

Training

Display Parked G/L Document 1000162558 1000 2013

Walkthrough: Display G/L Document

FB03 – Display G/L Document

This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.
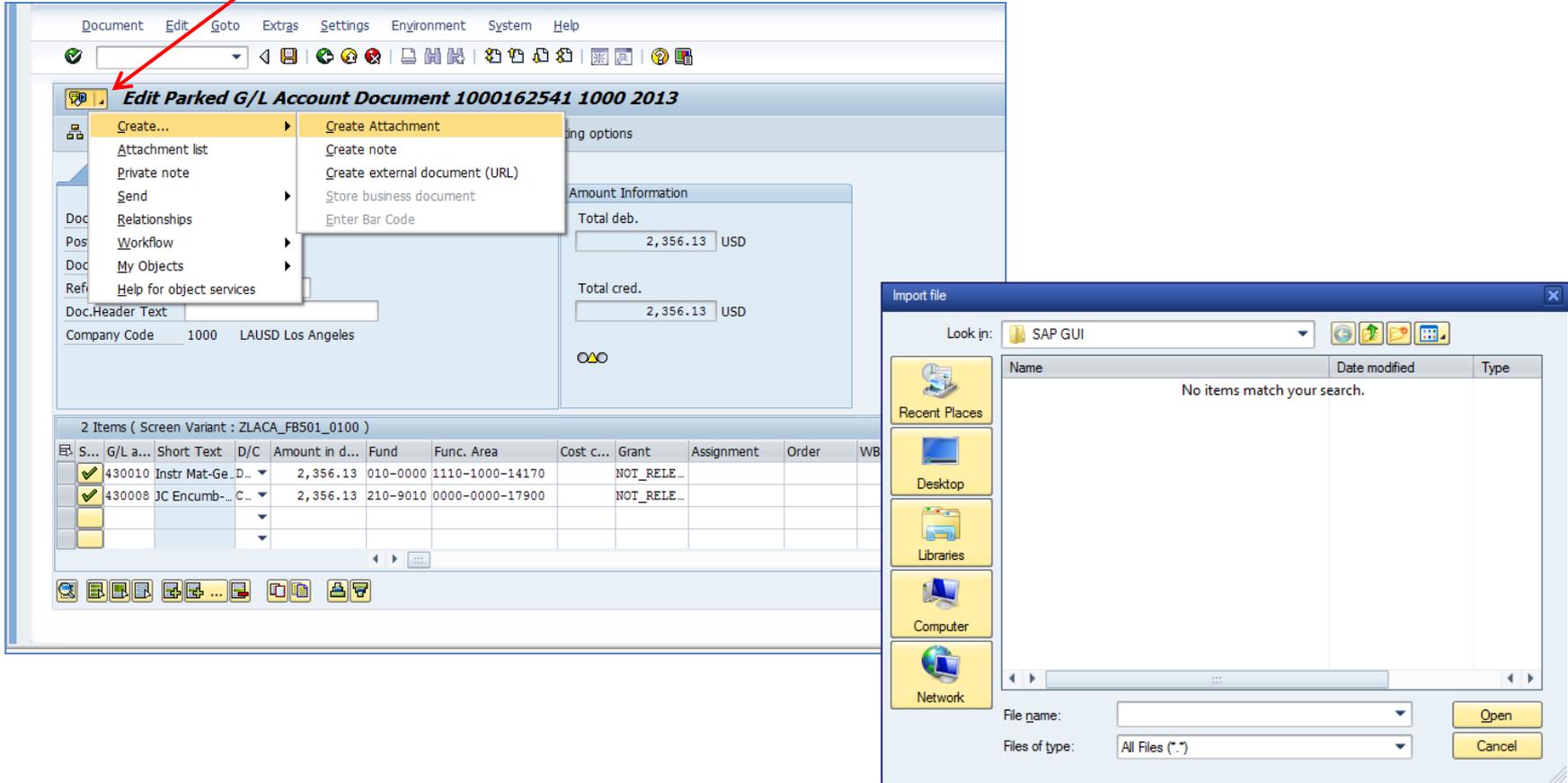
Exercise: Display G/L Document

ADD links to Globally Published simulations in Uperform

To complete this exercise follow the instructions listed here.
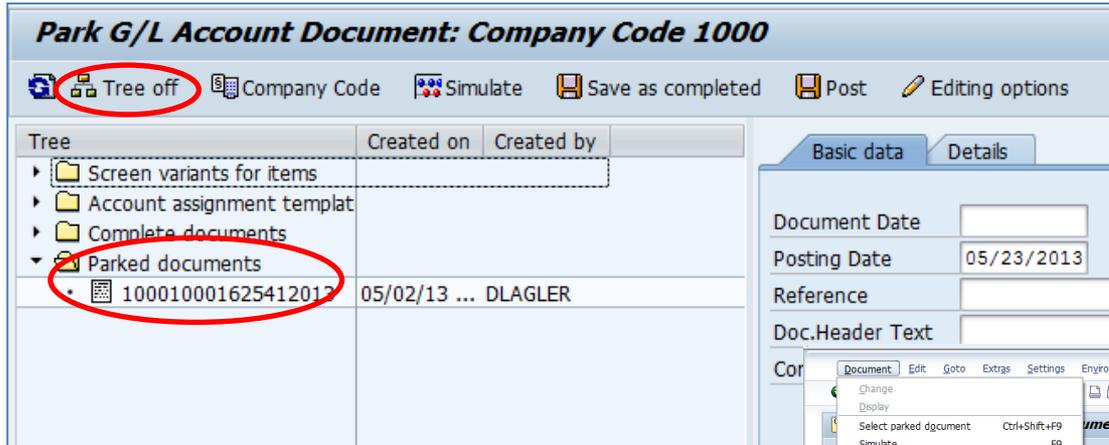
If a parked document is not to be posted or is rejected, it should be deleted.

In FV50, locate the parked document by opening the Tree and searching through the parked documents folder.
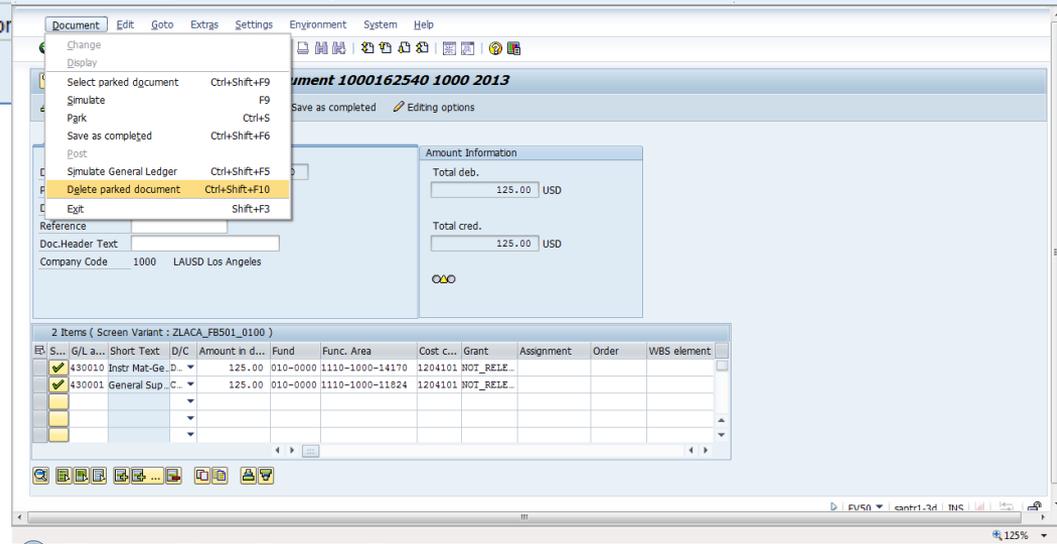
Walkthrough: Reverse Posted Document

FB08 – Reverse Posted Document

This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.

You should now be able to:

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By the end of this chapter you will be able to:

- Display the balance of a G/L account

- When viewing documents, it is vital to understand the difference between ledger and entry view
  - Entry view is fundamentally what was initially entered
  - Ledger view includes splitting (document balance by fund, grant, or cash flow category(; as a result, there may be more line items and accounts than posted in the ledger view
  - An equivalent concept today is "Due to/Due from"
    - i.e. – not balanced by fund

Walkthrough: Display G/L Account Balance

FAGLB03 – Display G/L Account Balance

This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.

Exercise: Display G/L Account Balance

ADD links to Globally Published simulations in Uperform

To complete this exercise follow the instructions listed here.

Walkthrough: G/L Account Line Item Display

FBL3N – G/L Account Balance Display

This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.

Exercise: G/L Account Line Item Display

ADD links to Globally Published simulations in Uperform

To complete this exercise follow the instructions listed here.

You should now be able to:

- Display the balance of a G/L account

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What have you learned so far?

Do you have any questions?

FS00	Create/Display G/L Master Record
FV50	Park G/L Document
ZGL_Upload	Journal Entry Upload
FBV2	Change Parked Document
FB03	Display G/L Document
FB08	Reverse Posted Document

FAGLB03	Display G/L Account Balance
FBL3N	G/L Account Line Item Display

After training support will include:

- **The Procurement Customer Support Center**

- **The BASE Training Center will be the single point of access for SAP end-user documentation/materials.**

    - This website will make it easier for end users to access related business process materials.

    - The materials will include the following:
        - ✓ Course Presentations
        - ✓ Simulations
        - ✓ Quick Reference Guides
        - ✓ Job Aids

- **Context Sensitive Help within the Shopping Cart**
- **Refresher (Open House) sessions**

Department/Office	Contact Information	Call about:
Procurement Customer Service Unit (PCSU) & District Warehouse Customer Service	(562) 654-9009 Email: cs.stores@lausd.net	Shopping Cart • Processing Purchases • Posting Goods Receipts • Other questions related to Shopping Cart
IT HelpDesk	Phone: (213) 241-5200 Website: http://askitd.net/helpdesk Chat: http://askitd.net/helpdesk/chat Create a Service Ticket: https://itdscweb.lausd.net/sc/ess.do	Technical Issues • Single Sign-on • Hardware/Software • Network

ESC Fiscal Services Managers				
ESC East	ESC North	ESC South	ESC West	ISIC
ARTHUR MALICDEM (323) 224-3170 ARTHUR.MALICDEM@ LAUSD.NET	RUDY RAMIREZ (818) 654-3710 RUDY.RAMIREZ@ LAUSD.NET	VICTORIA REYES (310) 354-3422 VICTORIA.REYES@ LAUSD.NET	JANNETTE LOW (310) 914-2121 JANNETTE.LOW @ LAUSD.NET	MICHAEL VILLAROMAN 213-241-0143 MICHAEL.VILLAROMAN@ LAUSD.NET

You have just completed the Central Office General Ledger course.

Thank you for attending!