Create G/L Account Document
Online Help Procedure

Purpose

Use this procedure to create a G/L Account Document (Adjustment).

Trigger

Perform this procedure when an adjustment entry needs to be processed.

Prerequisites

- General Ledger Master Data

Menu Path

Use the following menu path(s) to begin this transaction:

- General Ledger Management ➔ G/L Administration ➔ Manage G/L Adjustment & Accruals ➔ Create G/L Account Document

Helpful Hints

The R/O/C column in the field description table represents the three types of data entry fields in FMMI:

- **R** is for **required** fields that must be populated to complete a transaction.
- **O** is for **optional** fields that are not mandatory to complete a transaction.
- **C** is for **conditional** fields that are dependent on population of related fields and specific transactional events.

The **Information** icon represents a note which provides helpful or advisory information about a field, a group of fields, or a screen.

On certain screens you may need to scroll to view additional data fields.

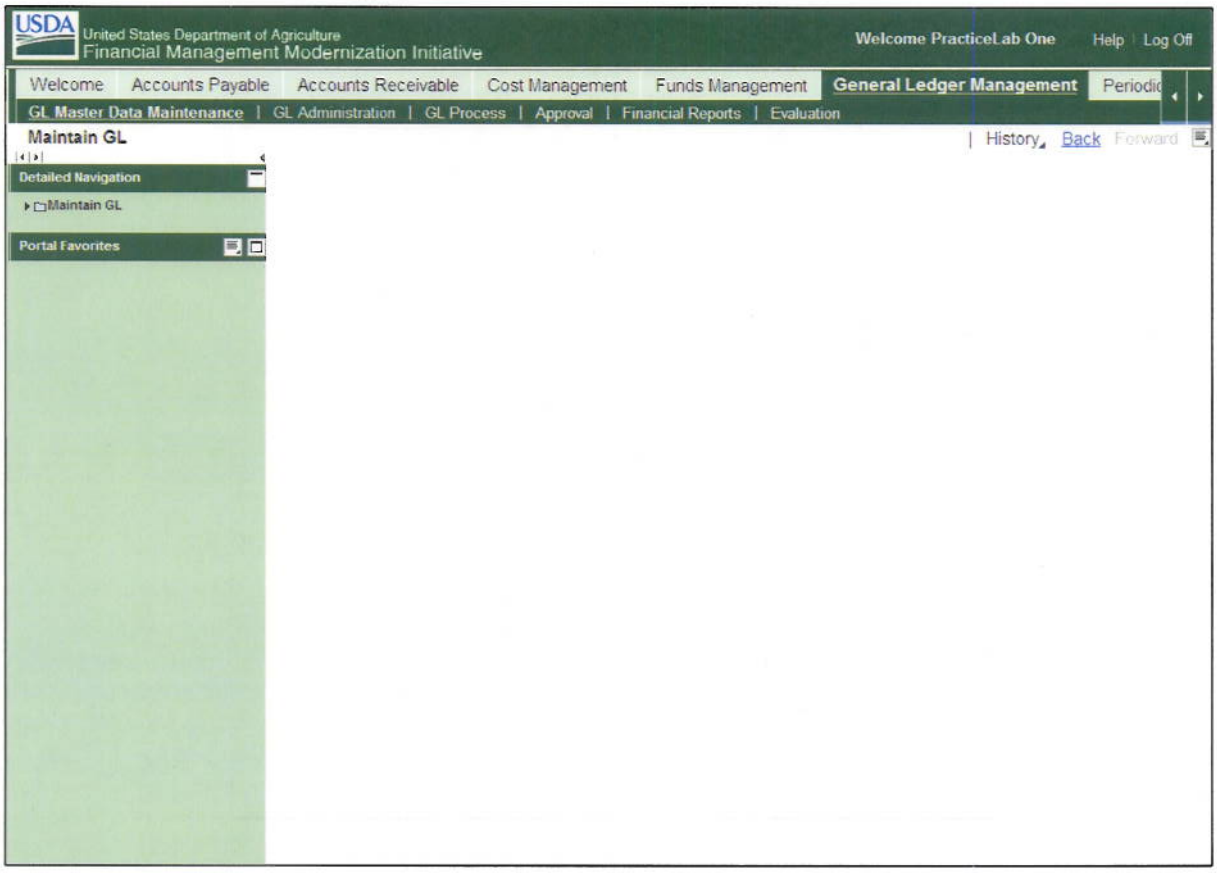
Data used in this procedure is a representative sample of the data that is available in the production environment. Actual transaction data in the production environment may vary based on your given scenario.

Please reference the GL Model Crosswalk Job Aid for additional details prior to completing the procedures outlined in this document.

Procedure

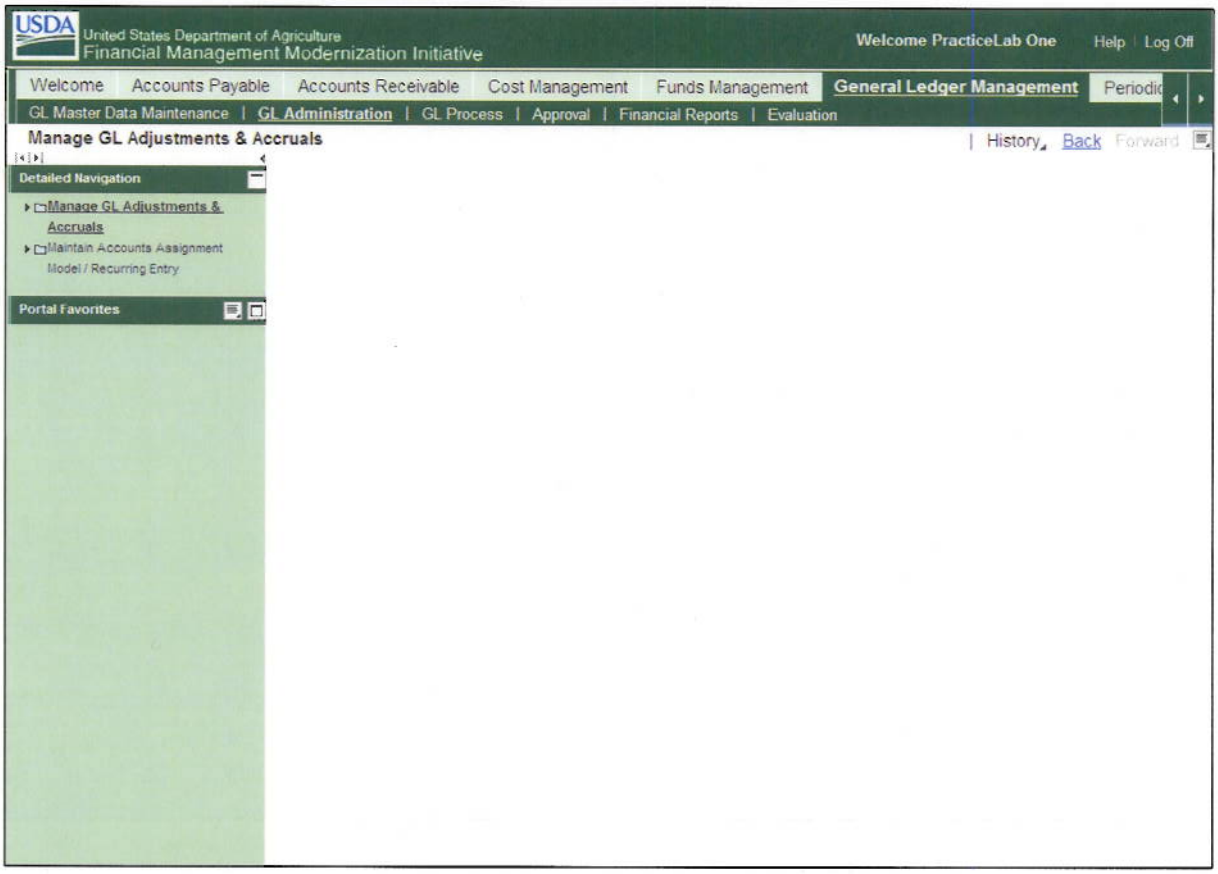
1. Start the transaction by accessing the the **General Ledger Management** tab.

Maintain GL - FMMI Portal - System Test

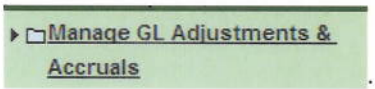


2. Click the **GL Administration** tab GL Administration.

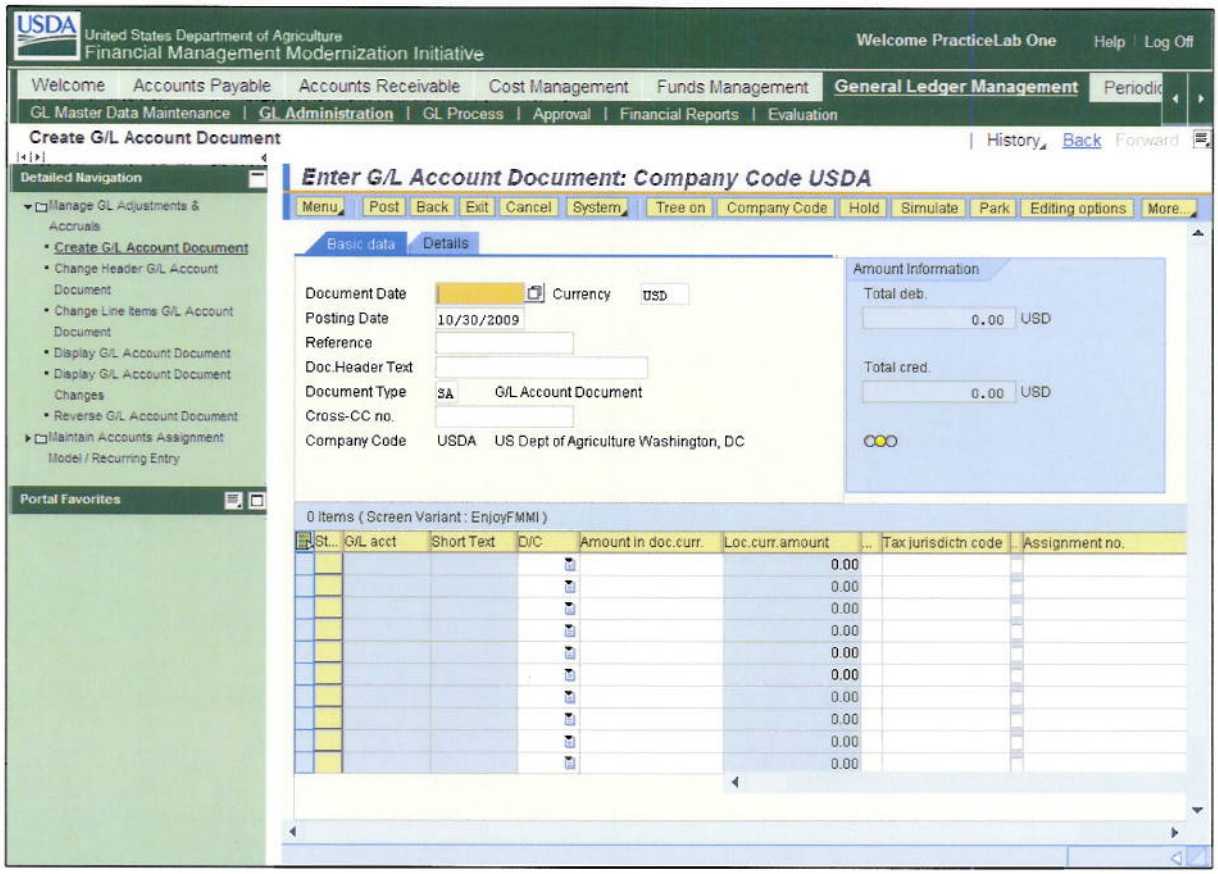
Manage GL Adjustments & Accruals - FMMI Portal - System Test



3. Click the **Manage GL Adjustments & Accruals** business activity link

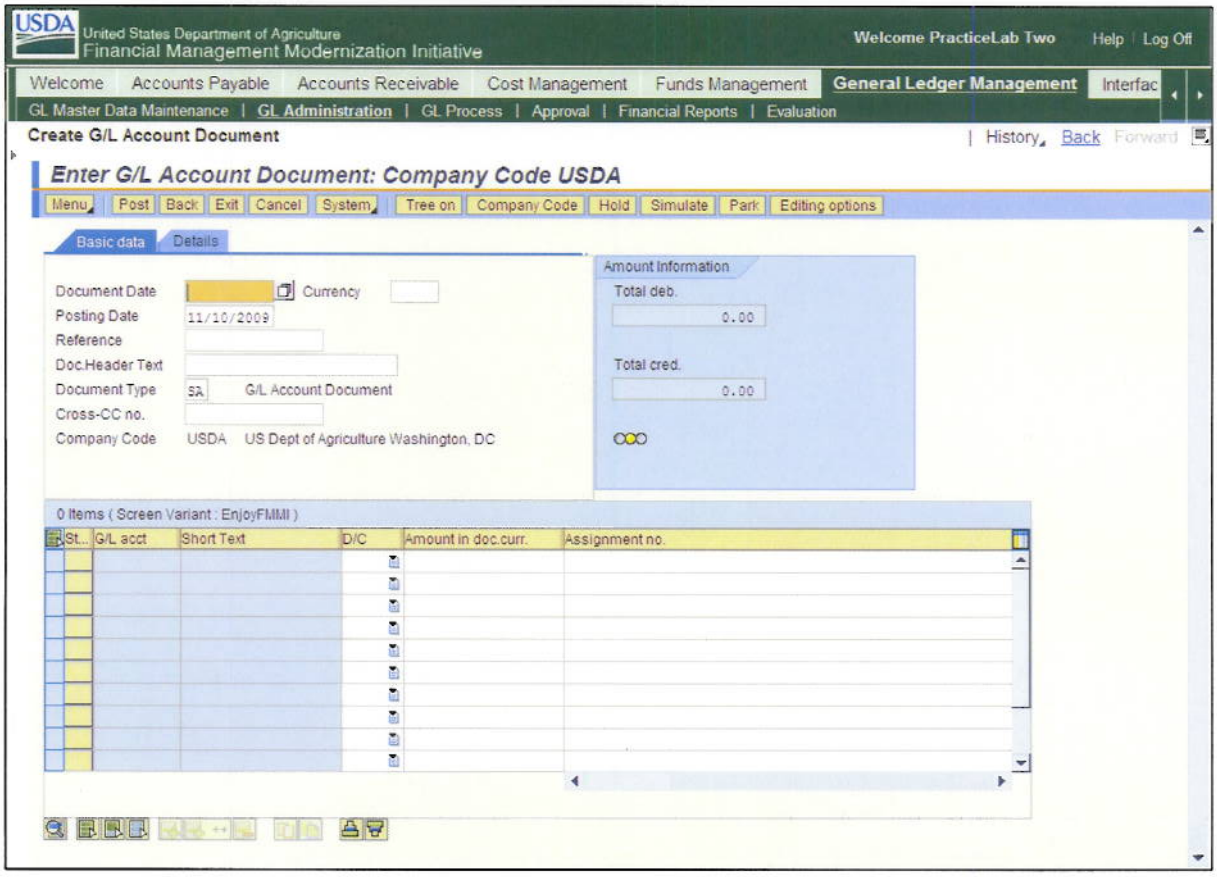


Create G/L Account Document - FMMI Portal - System Test



4. Click the **Create G/L Account Document** task link ▪ Create G/L Account Document.

Create G/L Account Document - FMMI Portal - System Test



5. As required, complete/review the following fields:

Field	R/O/C	Description
Document Date	R	The date on which the original document was created. **Example:** 11/10/2009
Currency	R	Monetary unit. The currency of the entity processing transactions. **Example:** USD

Field	R/O/C	Description
Reference	O	Allows for further clarification of an entry by reference to other sources of information, either internal or external to FMMI. Any FMMI-posted document number can be used as a "reference" when entering a new document. **Example:** Fund Correction
Doc.Header Text	O	Explanations or notes which apply to the document as a whole. It is an open text entry field that can be used to enter additional information such as additional detail on the type of information being entered or the reason for entering it. **Example:** Doc #10000001

6. Click the **Document Type** field.

7. As required, complete/review the following fields:

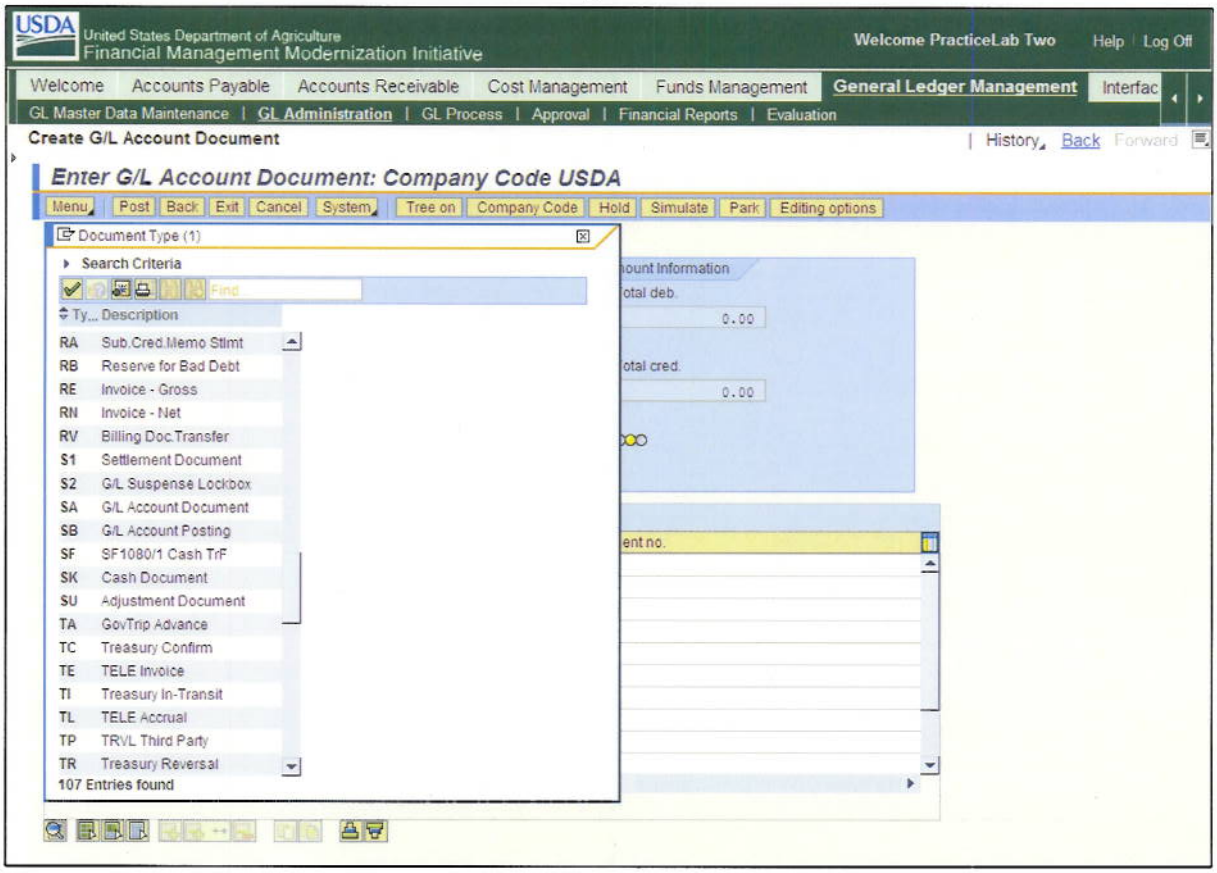
Field	R/O/C	Description
Document Type	R	Key that identifies to which group of documents a document is assigned. Documents of the same type contain common information that is relevant to posting and updating the value fields in the database. **Example:** SU

Always use Document Type SU - Adjustment Document when entering a B2 adjustment. For all other G/L documents, use the appropriate Document Type.

8. Click the **Search** button.

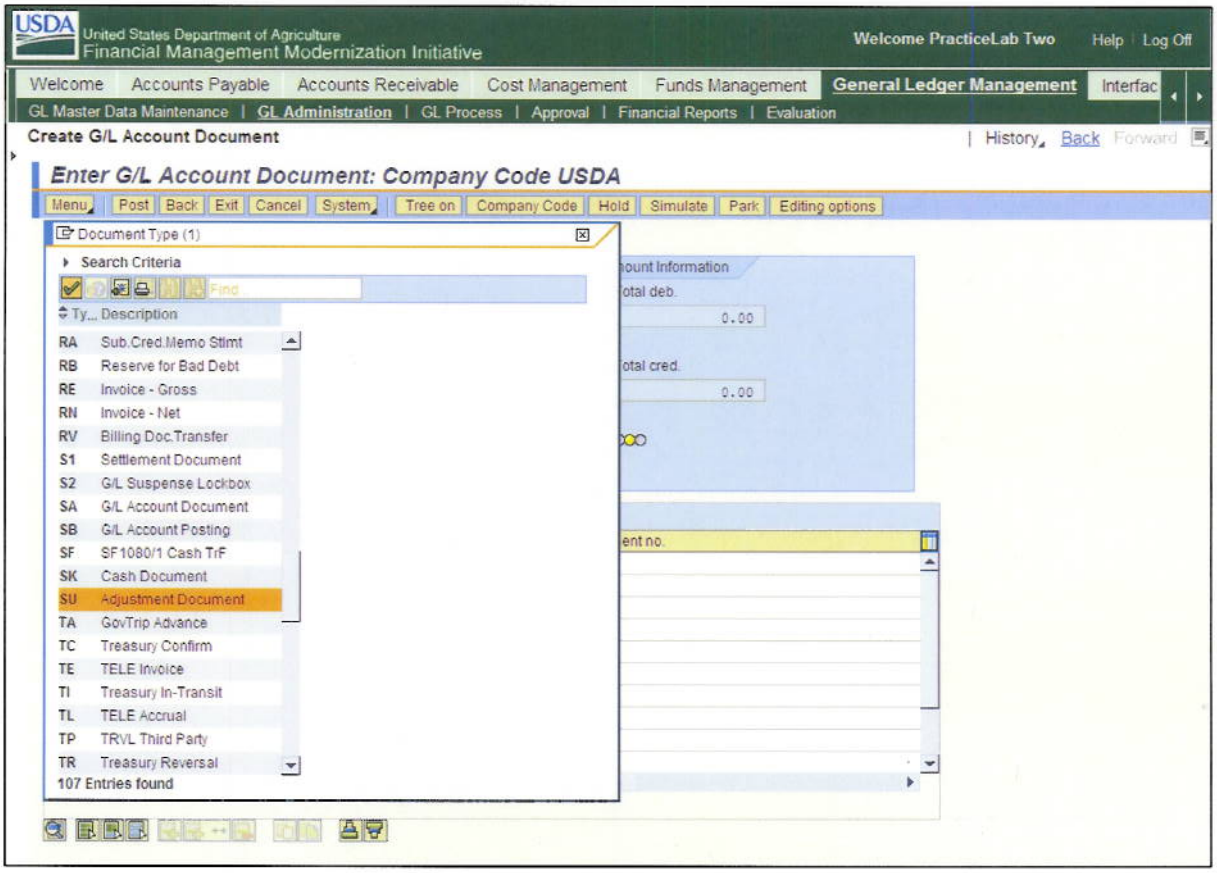
9. Click the **Scroll Down** button.

Create G/L Account Document - FMMI Portal - System Test



10. Select the appropriate option SU Adjustment Document .

Create G/L Account Document - FMMI Portal - System Test



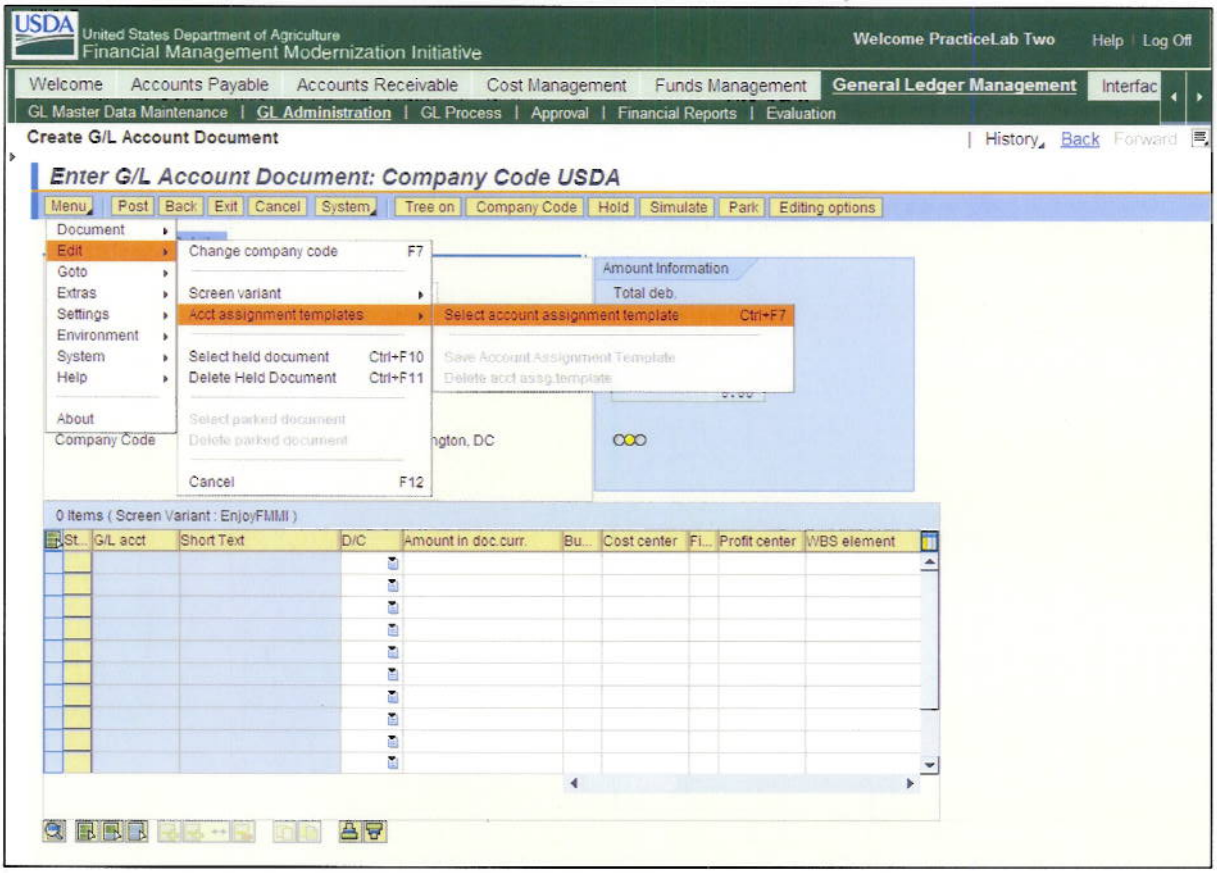
11. Click the **Enter** button ✓.

12. Click the **Menu** button Menu.

13. Click the **Edit** menu item Edit.

14. Click the **Acct assignment templates** menu item Acct assignment templates.

Create G/L Account Document - FMMI Portal - System Test



15. Click the **Select account assignment template** menu item
Select account assignment template Ctrl+F7.

You can skip steps 12-15 by pressing Ctrl + F7 to automatically display the Account assignment template selection window.

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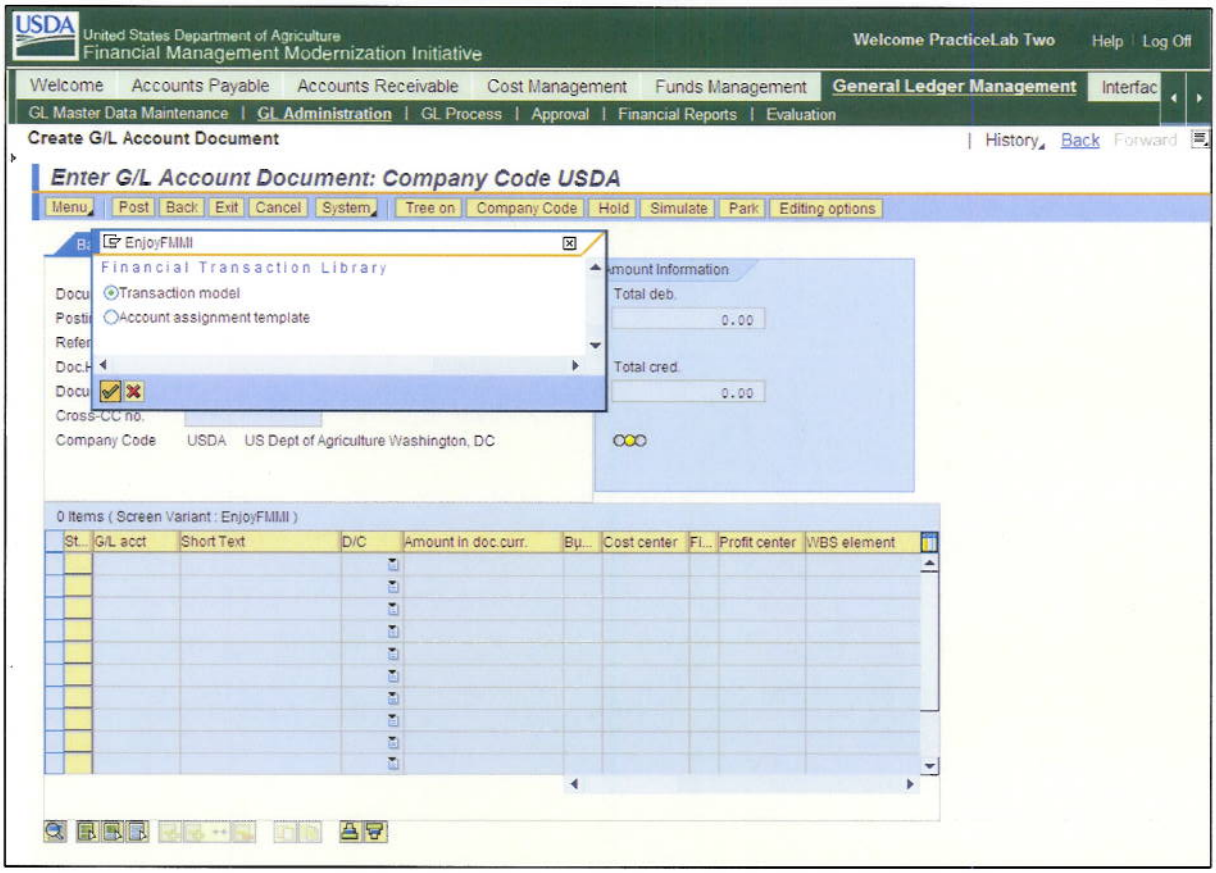

16. Click the **Enter** button ✔.

The Transaction model radio button should always be selected. This option is automatically defaulted. Currently, there are no account assignment templates in FMMI.

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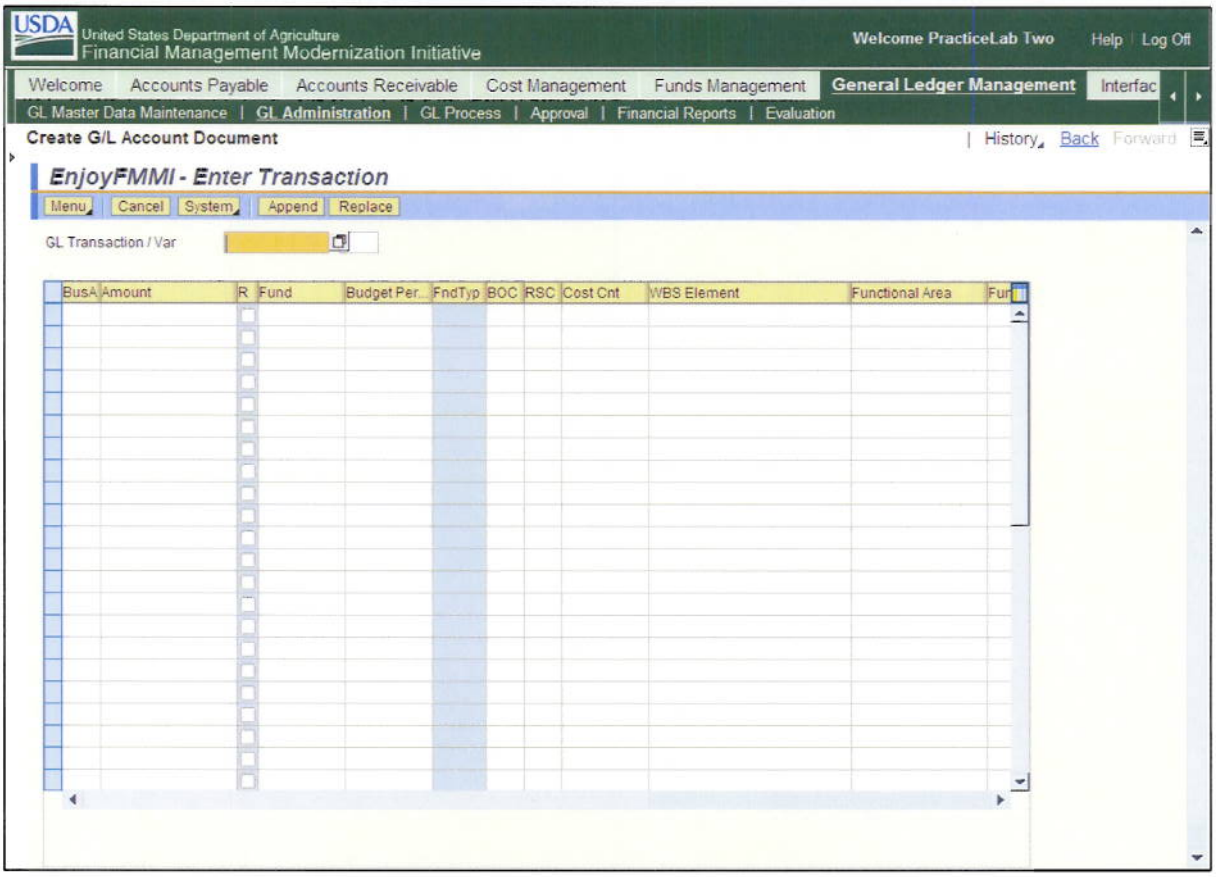
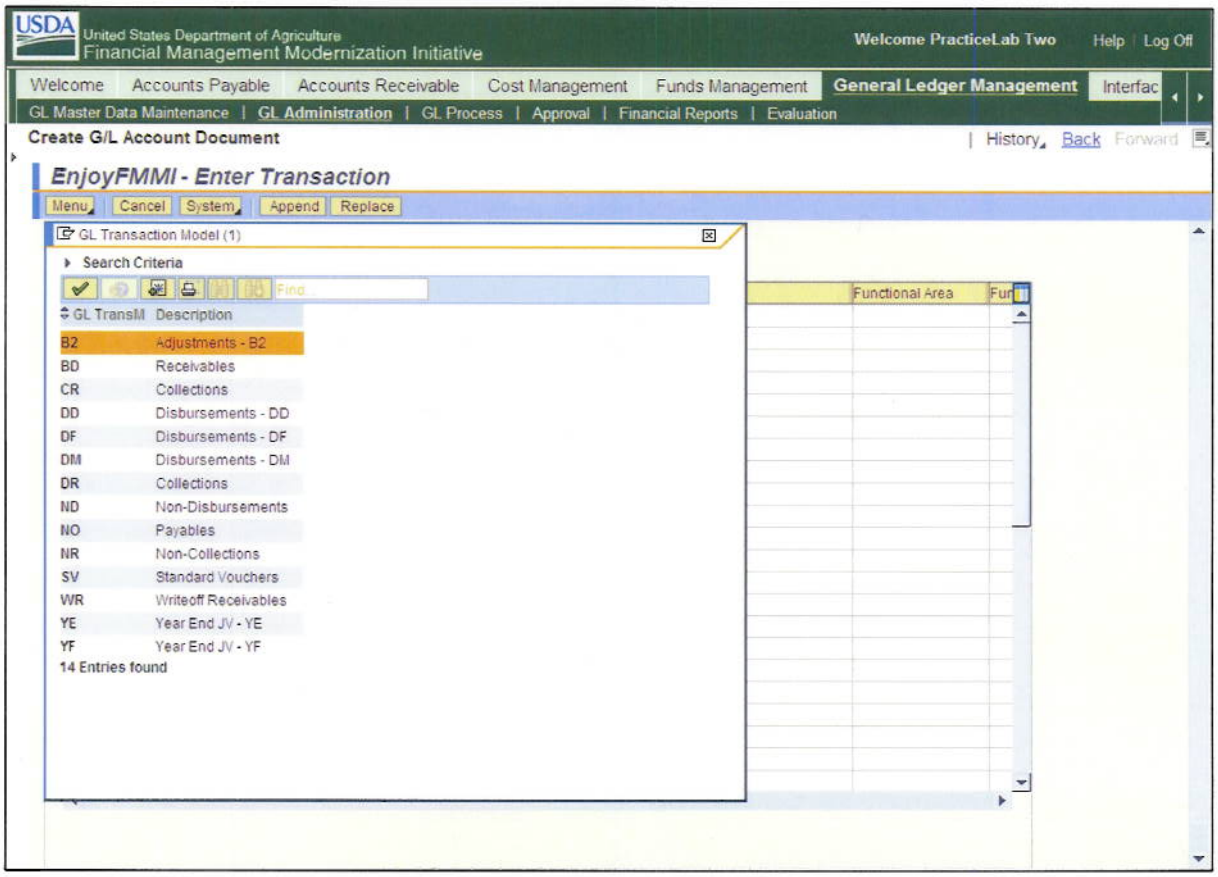


17. Click the **GL Transaction / Var** field.

18. Click the **Search** button.

Create G/L Account Document - FMMI Portal - System Test



19. Select the appropriate option B2 Adjustments - B2.

20. Click the **Enter** button.

21. Click the **Var** field.

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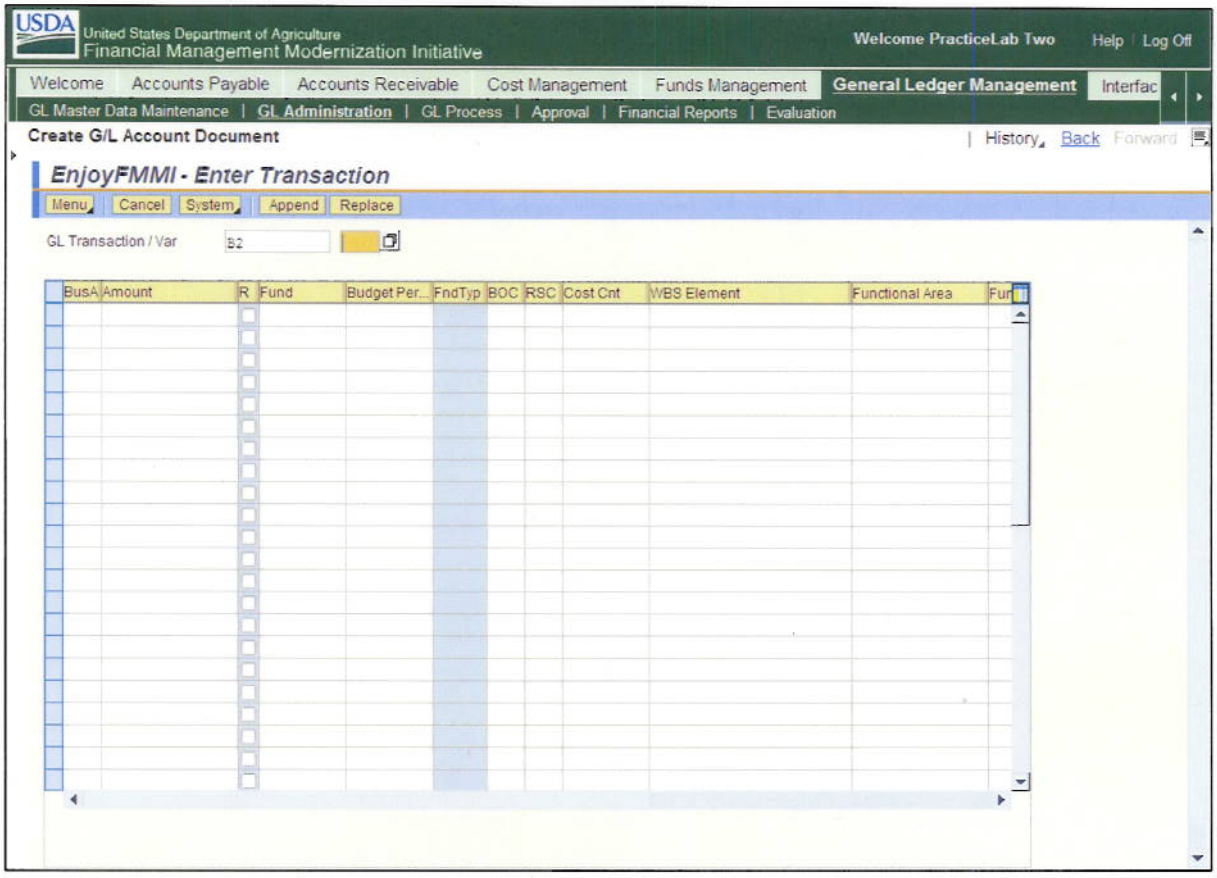

22. Click the **Search** button.

23. Select the appropriate option B2 TO Internal Voucher - Buyer

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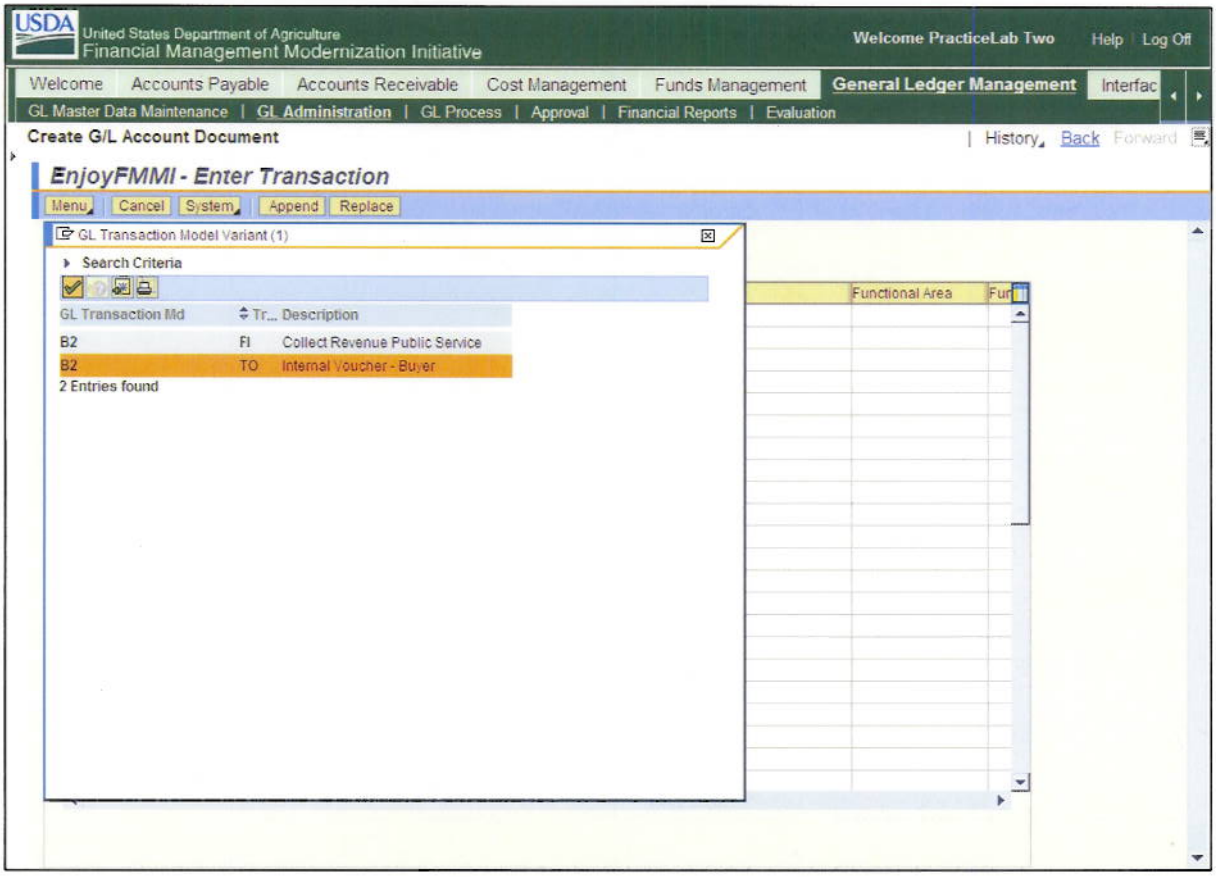


24. Click the **Enter** button ✓.

The type of adjustment transaction selected determines the available transaction variant. In this example, a B2 adjustment is created so the available options are FI - Collect Revenue Public Service and TO - Internal Voucher - Buyer.

25. As required, complete/review the following fields:

Field	R/O/C	Description
Amount	R	A figure in the pricing procedure that determines how the system calculates a condition value. The value of a posting. **Example:** 200

26. Check the **R** checkbox ☐ to designate the line item as a credit posting.

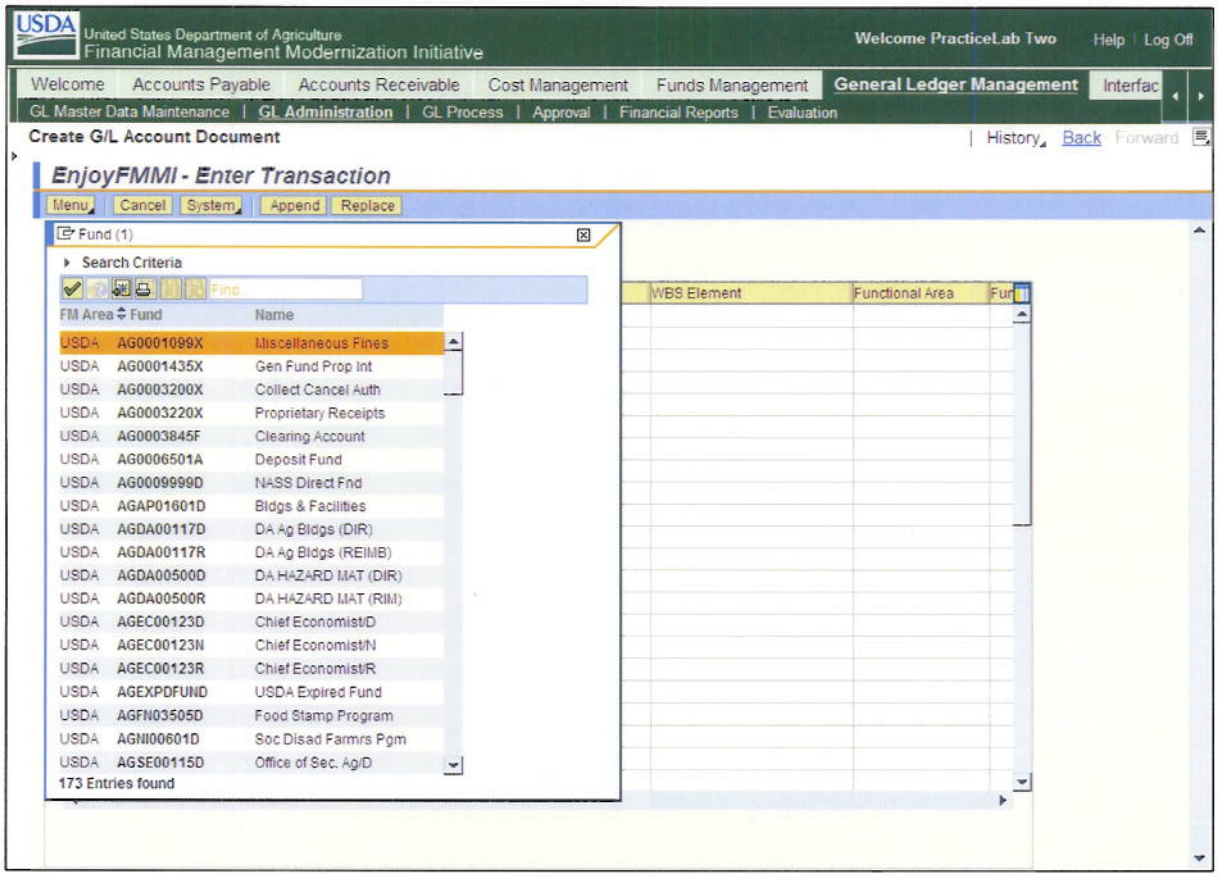
When doing an adjustment, the first line item should denote the original posting to be

reversed. The second line item should contain the correct posting. Two line items MUST be entered for an adjustment.

27. Click the **Fund** field .

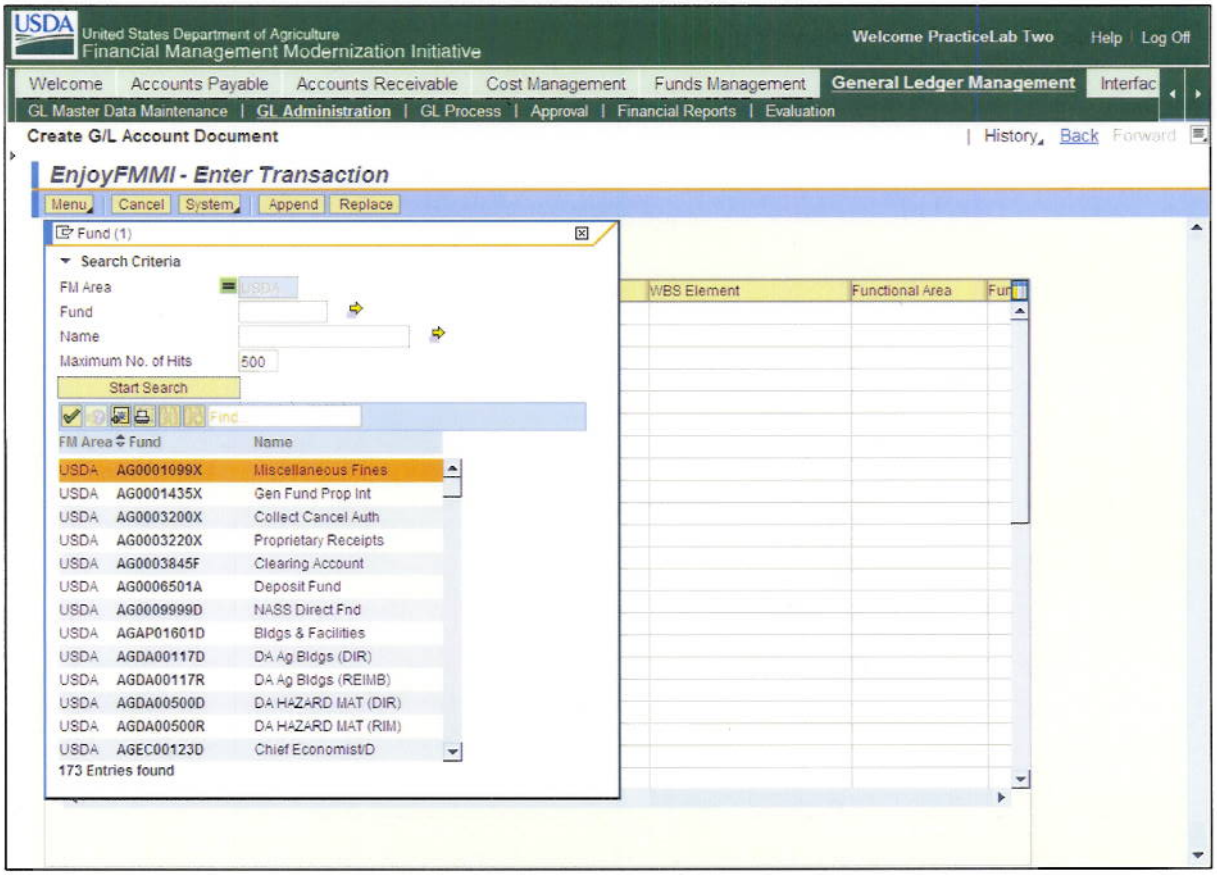
28. Click the **Search** button .

Create G/L Account Document - FMMI Portal - System Test



29. Click the **Search Criteria** button .

Create G/L Account Document - FMMI Portal - System Test



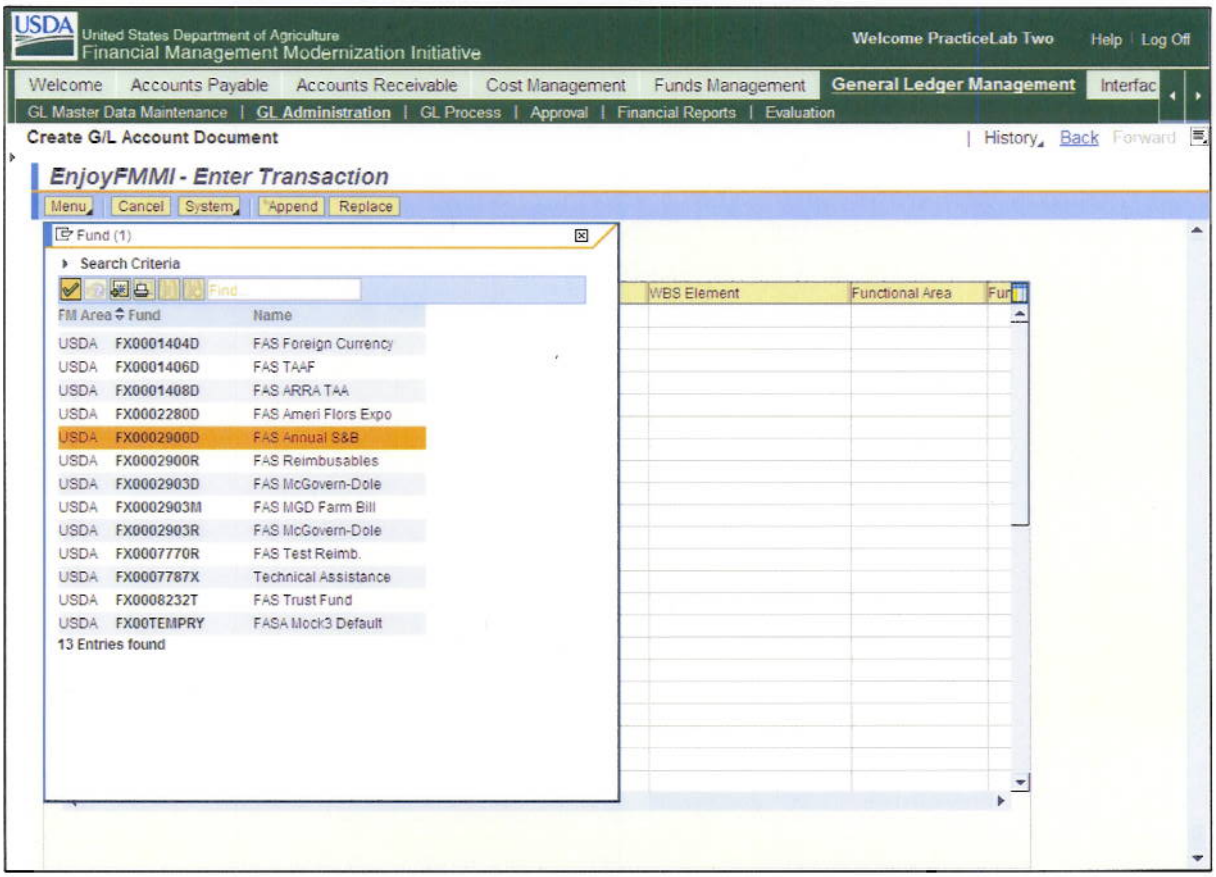
30. As required, complete/review the following fields:

Field	R/O/C	Description
Fund	R	A Funds Management Master Data element within FMMI for recognition of obligation (budget) authority. A fund is referenced whenever spending occurs. It will have a 10-digit alphanumeric naming structure that will consist of an agency identifier (digits 1-2) and an agency-defined naming structure (digits 3-10). **Example:** FX*

31. Click the **Start Search** button Start Search.

32. Select the appropriate option USDA FX0002900D FAS Annual S&B.

Create G/L Account Document - FMMI Portal - System Test



33. Click the **Enter** button ✓.

34. As required, complete/review the following fields:

Field	R/O/C	Description
Budget Period	R	A 4-digit code that indicates both the beginning and ending budget fiscal years for a fund. The naming structure starts with the beginning budget fiscal year and ends with ending budget fiscal year. Each budget fiscal year begins October 1st and ends September 30th. Budget periods can be annual, multi year or no year. **Example:** 1010

Funds are limited for selection by their designated budget period.

35. As required, complete/review the following fields:

Field	R/O/C	Description
BOC	R	A 4-digit budget object class naming structure defined for revenues and expenses. The object class code is part of the General Ledger structure. **Example:** 2220
Cost Cnt	R	An organizational unit of responsibility where costs can accumulate and be reported. **Example:** FX07000000

A free text field, the Item Text field, is available at the end of the line item to input comments or notes. Click the Scroll Right button in the bottom right corner to view additional fields, including the Item Text field.

36. Enter the relevant information for the second line item.

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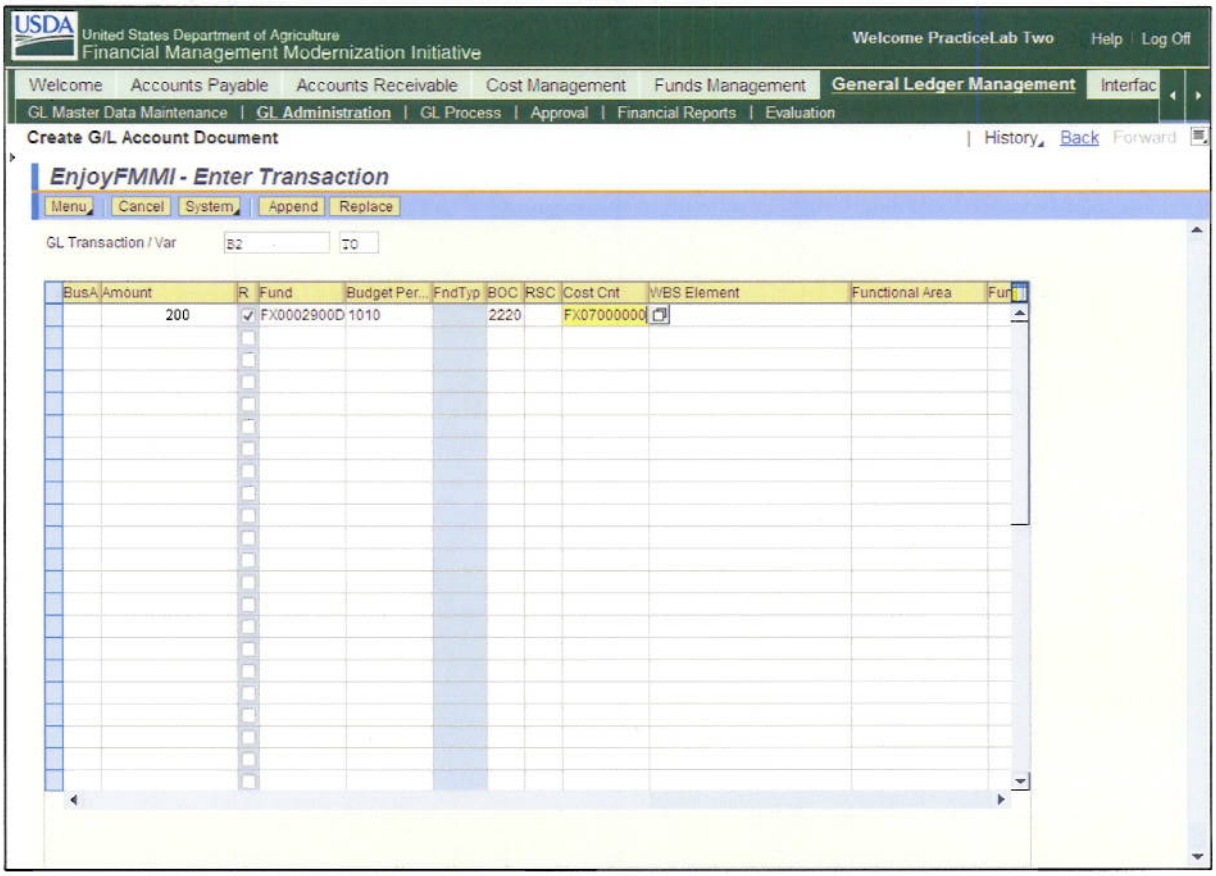


37. As required, complete/review the following fields:

Field	R/O/C	Description
Amount	R	A figure in the pricing procedure that determines how the system calculates a condition value. The value of a posting. **Example:** 200
Fund	R	A Funds Management Master Data element within FMMI for recognition of obligation (budget) authority. A fund is referenced whenever spending occurs. It will have a 10-digit alphanumeric naming structure that will consist of an agency identifier (digits 1-2) and an agency-defined naming structure (digits 3-10). **Example:** FX0001408D

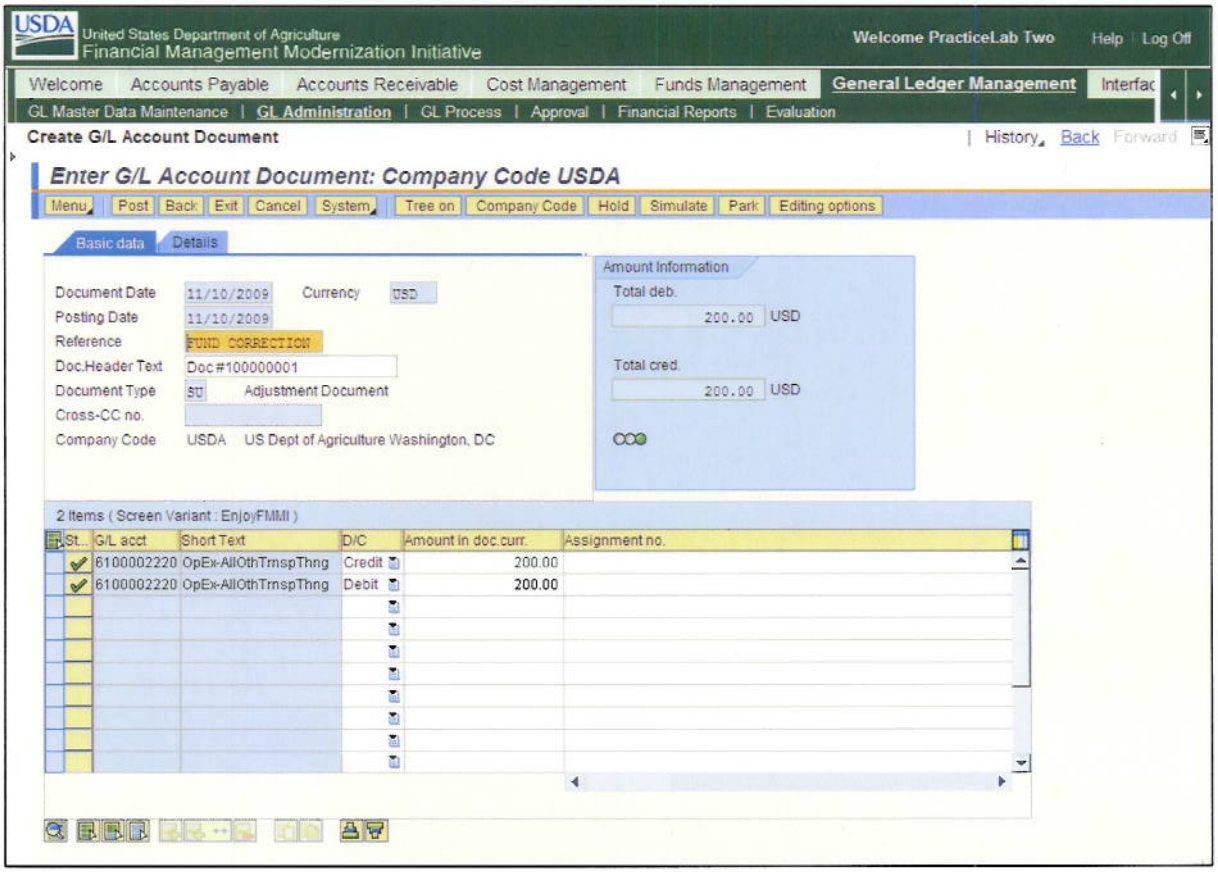
Field	R/O/C	Description
Budget Period	R	A 4-digit code that indicates both the beginning and ending budget fiscal years for a fund. The naming structure starts with the beginning budget fiscal year and ends with ending budget fiscal year. Each budget fiscal year begins October 1st and ends September 30th. Budget periods can be annual, multi year or no year. **Example:** 1010
BOC	R	A 4-digit budget object class naming structure defined for revenues and expenses. The object class code is part of the General Ledger structure. **Example:** 2220
Cost Cnt	R	An organizational unit of responsibility where costs can accumulate and be reported. **Example:** FX07000000

If you entered an incorrect value in an entry field, FMMI prompts you to correct the error by highlighting the field(s) in red. If FMMI displays a warning message, you should review the message prior to posting the document.

38. Click the **Append** button [Append].

Clicking the Append button adds the new line items to the FI screen while clicking the Replace button replaces the existing FI document line items. While you can append additional line items to the G/L Account Document, you cannot replace an already existing line item without deleting all other line items.

Create G/L Account Document - FMMI Portal - System Test



39. Click the **Scroll Right** button to ensure that the proper information defaulted ▶.

Create G/L Account Document - FMMI Portal - System Test

United States Department of Agriculture
Financial Management Modernization Initiative

Welcome PracticeLab Two | Help | Log Off

Welcome | Accounts Payable | Accounts Receivable | Cost Management | Funds Management | General Ledger Management | Interfac

GL Master Data Maintenance | GL Administration | GL Process | Approval | Financial Reports | Evaluation

Create G/L Account Document | History | Back | Forward

Enter G/L Account Document: Company Code USDA

Menu | Post | Back | Exit | Cancel | System | Tree on | Company Code | Hold | Simulate | Park | Editing options

Basic data | Details

Document Date 11/10/2009 Currency USD
Posting Date 11/10/2009
Reference FUND CORRECTION
Doc.Header Text Doc #100000001
Document Type SU Adjustment Document
Cross-CC no.
Company Code USDA US Dept of Agriculture Washington, DC

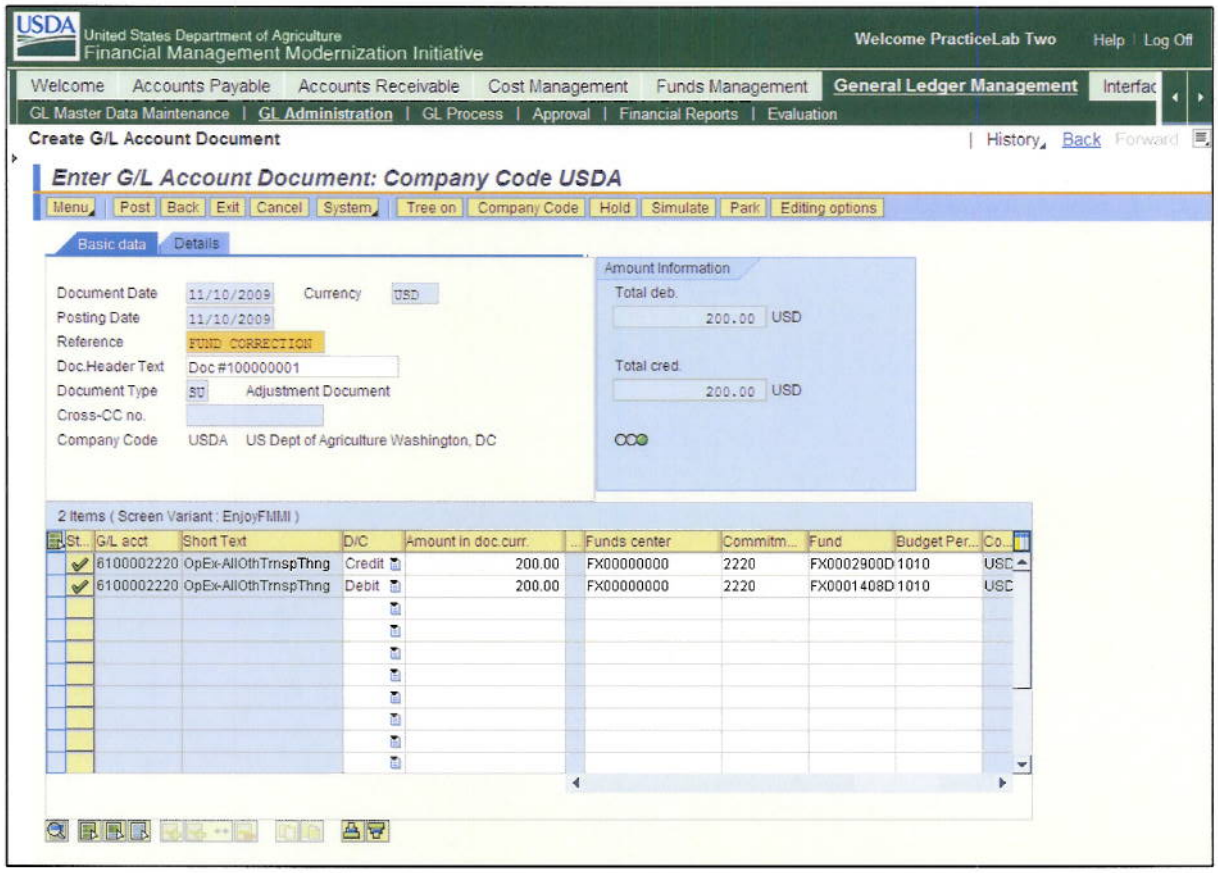
Amount Information
Total deb. 200.00 USD
Total cred. 200.00 USD

2 Items (Screen Variant : EnjoyFMMI)

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Bu...	Cost center	Fl...	Profit center	WBS element
✓	6100002220	OpEx-AllOthTrnspThng	Credit	200.00	FX00	FX07000000			
✓	6100002220	OpEx-AllOthTrnspThng	Debit	200.00	FX00	FX07000000			

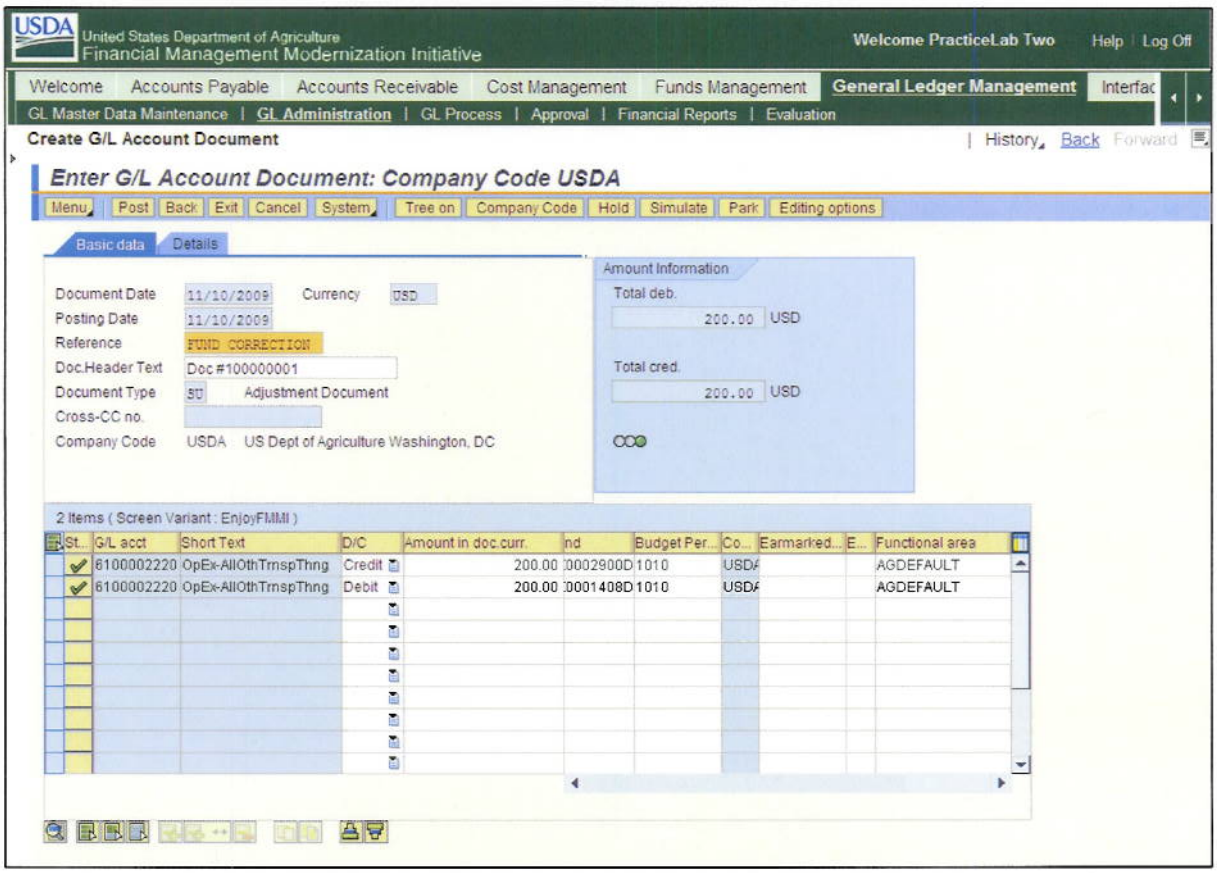
40. Click the Scroll Right button to view additional defaulted information ▶.

Create G/L Account Document - FMMI Portal - System Test



41. Click the Scroll Right to view additional defaulted information ▸.

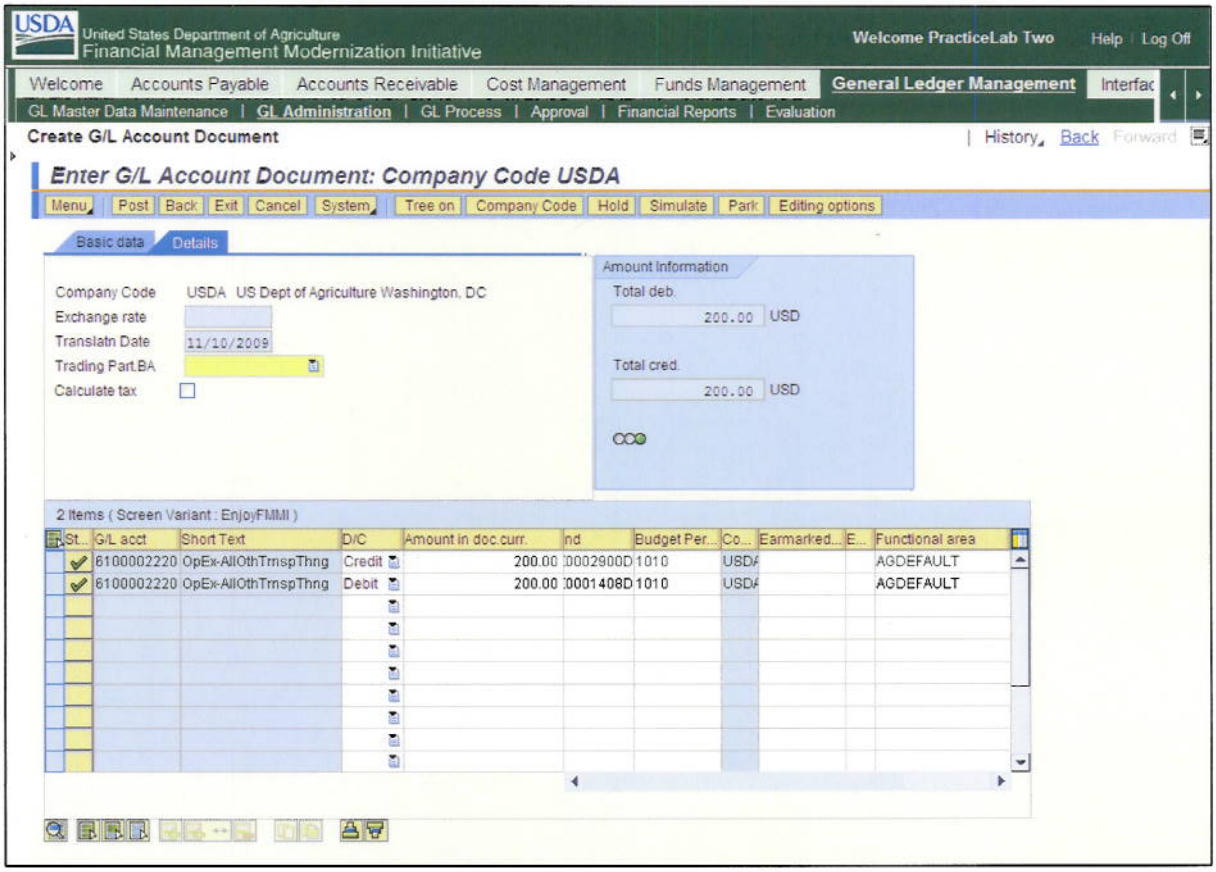
Create G/L Account Document - FMMI Portal - System Test



42. Click the **Details** tab Details to view additional fields.

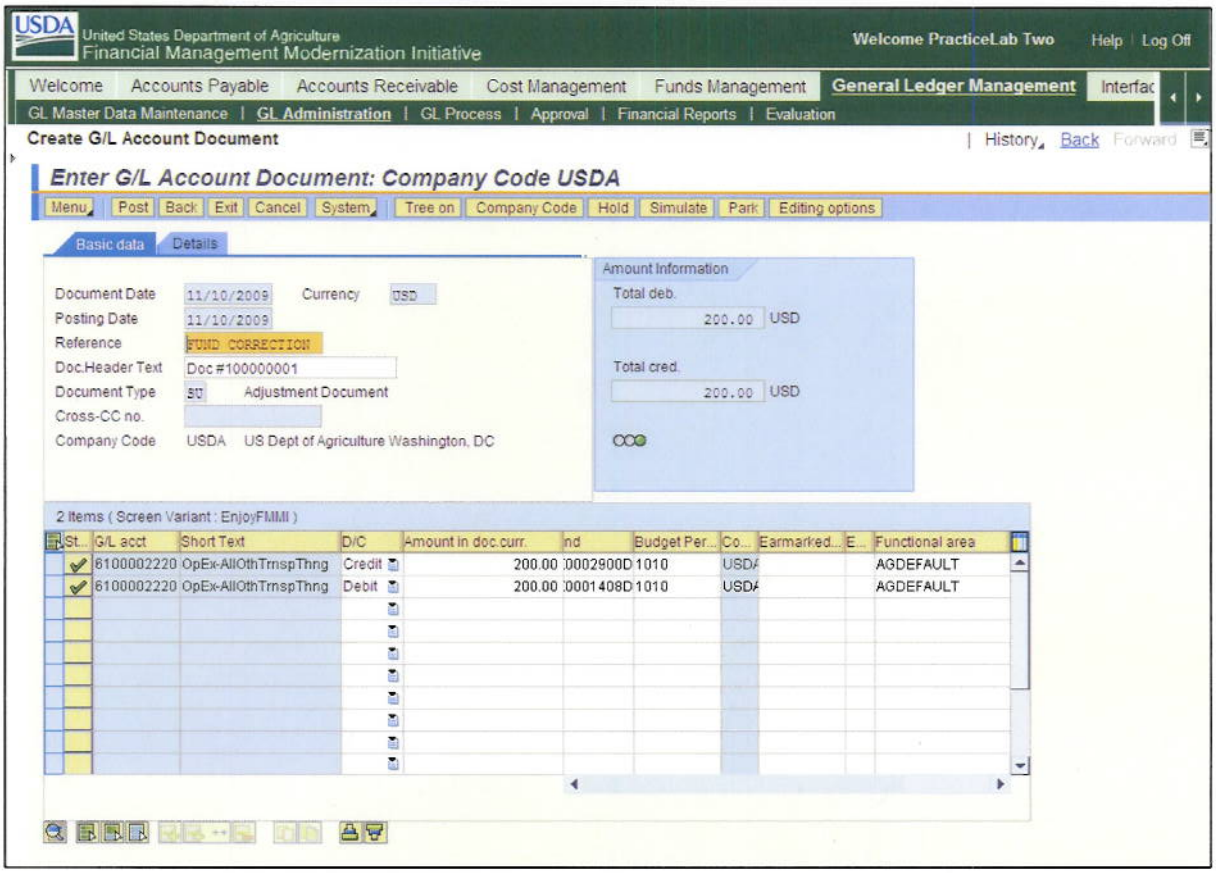
As necessary, select the appropriate Trading Partner Business Area in the Trading Partner.BA field.

Create G/L Account Document - FMMI Portal - System Test



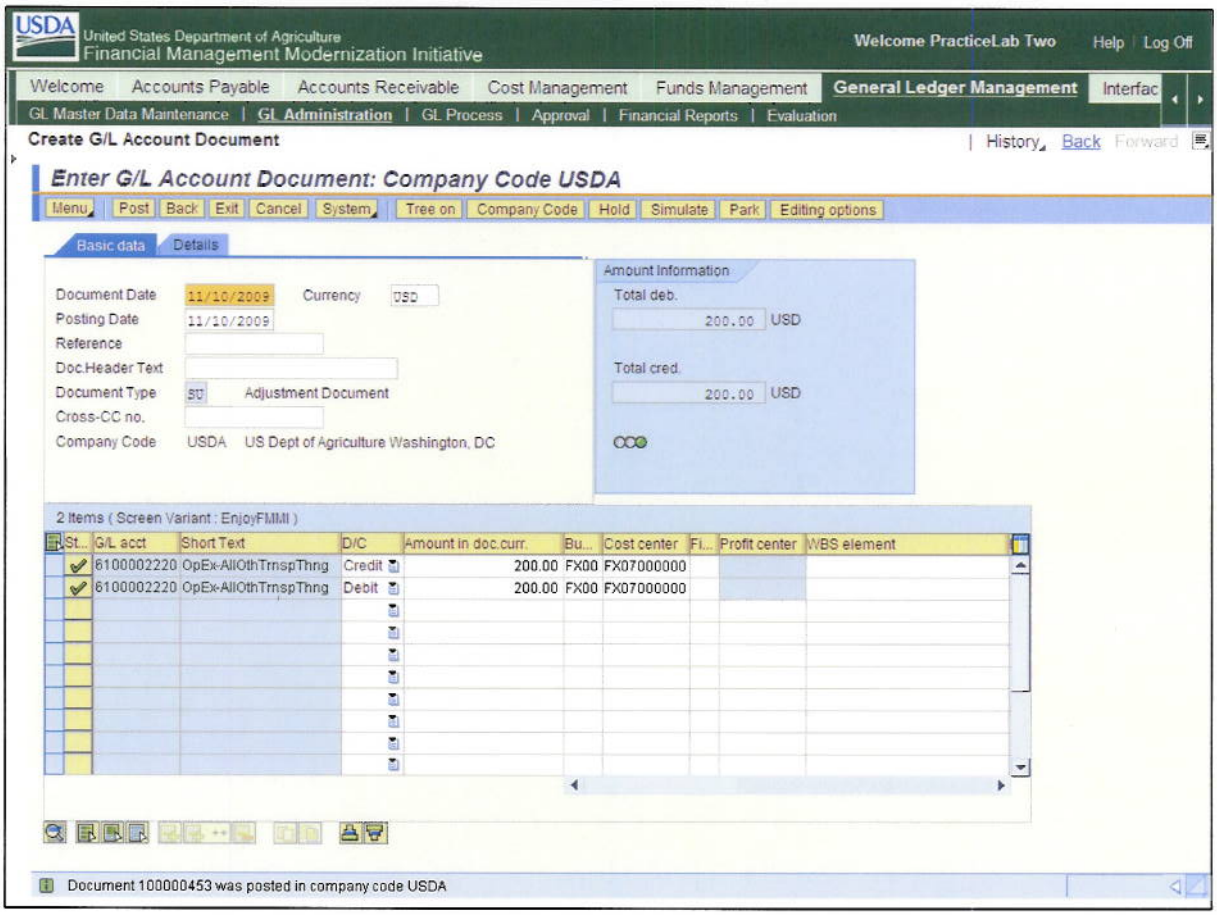
43. Click the **Basic data** tab Basic data to return to the original entry screen.

Create G/L Account Document - FMMI Portal - System Test



44. Click the **Post** button Post.

Create G/L Account Document - FMMI Portal - System Test



45. The transaction has been successfully completed. End of procedure.