

FB50 Instructions for Fiscal Year End 2018

Lookup Transactions (FB03) Related to FY 17/18:

Input 2018 to see documents for FY 17/18 and 2019 to see documents for FY 18/19. SAP transactions do not automatically default to the new fiscal year beginning July 1.

Year End Journal Entries:

Regular journal entries processed in July for FY 17/18 FY will be processed on the FB50 screen just as you use now. Please check the following to make sure that your FB50 screen is appropriately modified for year-end input (if not, below are the instructions to do so):

Execute Transaction FB50

- 1). Click on the Editing Options icon
- 2). On the Accounting Editing Options screen, check the following selections in the "Special Options for Single Screen Transactions" area:
 - Display Periods
 - Posting in Special Periods Possible
 - Document Type Option: use the dropdown menu to select "Document Type Ready for Input"
- 3). Click on the Save Icon (disk)
- 4). Green Arrow back to FB50
- 5). In the command field, enter "/nFB50" (The changes won't be in effect until the next time FB50 is executed.)

NOTE: You will only have to modify your FB50 screen once. Once you complete the above steps and save these modifications, your FB50 screen layout will remain like this.

From July 1 through July 20, when entering JEs on the FB50 screen for FY 17/18, the document date, posting date, and period **MUST** be input as follows:

Document Date: The day you are entering the JE (i.e. 7/1/2018 - 7/20/2018)

Posting Date: 6/30/18 (**This is critical. The posting date determines which fiscal year the expense/revenue is posted to.**)

Period: 12 (June)

Click on the green check (or hit enter). You will get the following two warning messages at the bottom of your screen (just click on the green check or hit enter after each one and proceed as normal entering the GL accounts, amounts, text, cost centers, etc.):

-Posting takes place in prior fiscal year

-Document date and posting date are in different fiscal year

For FY 18/19 JEs, you only have to input the document date, as you do now. Do not enter a special posting date or period. The posting date/period will automatically default from the document date.

Journal entries for Grant AR, Miscellaneous Deposit AR, Prepaids and Deferred Revenue will be posted using either the GLSU accrual template (recommended) or the FBS1.

Please contact Deb Newman at x4574 or dnewman@bloomu.edu if you have any questions.