

Document Journal – All Postings Report

Purpose

To display a list of the line items of all financial documents that have been posted to a particular account.

Transaction code: ZFMRP_RFFMEP1AX

Purpose: To display a list of the line items of all financial documents that have been posted to a particular account assignment in FM (Funds Management).

Using this report, you can display a list of the line items of all financial documents that were posted to a particular account assignment in FM (Funds Management). This is information available to a user via the Budget to Actual Report (ZBUDACT); however, a user must drill down into the Budget to Actual Report to get to this line item detail—and depending on the volume of transactions, it can be a bit time-consuming. A big benefit of this report is the ability to get to the details of actual expenditures without drilling down on each commitment item. You can also set up layouts that allow you to customize your view of the report.

Selection Screen Parameters

The screenshot shows the SAP Document Journal selection screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main area is divided into several sections with callout boxes providing instructions:

- Financial Management Area:** FM Area is set to 754. Callout: "Enter the desired fund number."
- FM Account Assignment:** Fields for Grant, Fund, Funds Center, Commitment Item, and Variant. Callouts: "Enter the desired fund center number." (pointing to Funds Center), "Optional: If you want to report on a specific commitment item such as 730000, enter the commitment item number." (pointing to Commitment Item), and "If reporting on a funded program, enter the funded program number." (pointing to Funded Program).
- Commitments/Actuals:** Fiscal Year/Period selection. Callout: "Enter the desired fiscal year and period range for the report. Note that you can cross fiscal years using this transaction."
- Optimization of database access:** Maximum No. of Hits is set to 500. Callout: "If executing for a wide range of time, you will want to remove the maximum number of hits to insure your report returns all the required data."
- Cmmts/Act.:** Value Type selection. Callout: "Optional: Enter a specific value type if desired. Examples, of value types include 54 for invoices, 51 for purchase orders."
- Layout:** Layout selection. Callout: "Optional: Enter a specific layout if desired."

Selection Screen Parameters:

FM Area: 754 (should always default)

FM Account Assignment:

- **Grant:** Do not use.
- **Fund:** Enter the desired fund.
 - *Be aware that if you intend to use a fund that begins with a 750 or a 1, you need to use wild cards in the 7th and 8th digits before the fiscal year (i.e. 100005**09).
- **Funds Center:** Enter the desired funds center.
- **Commitment Item:**
 - Optional: If you want to report on a specific commitment item such as 730000 or all expense (7*) or all revenue (4*).
 - Be aware that you can use current *groups* that already exist such as the commitment item group.
- **Variant:** Do not use.
- **Functional Area:** Do not use.
- **Funded Program:** Optional—enter if looking for postings on a funded program or NR if no funded program.

Commitments/Actuals:

- **Fiscal Year/Period:** Enter the desired fiscal year and period.
 - Be aware that you can cross fiscal years using this transaction.

Example:

Single Periods

Commitments/Actuals	
Fiscal Year/Period	2009 1 to 2009 1

Within a Fiscal Year

Commitments/Actuals	
Fiscal Year/Period	2009 1 to 2009 12

Across Fiscal Years

Commitments/Actuals	
Fiscal Year/Period	2008 1 to 2009 12

Optimization of database access:

- **Maximum No. of Hits:** Delete the defaulted 500.
 - This selection will limit the number of records selected to that number even if there are more than 500 entries.

Commnts/Act:

- **Value Type:** Enter a specific value type or types if desired.
 - [Click here to go to Value Type definitions](#)

Layout:

- Optional: you can choose a specific layout.

Example selection parameters:

The screenshot shows the SAP Document Journal selection parameters screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. The main content area is divided into several sections:

- Financial Management Area:** FM Area: 754
- FM Account Assignment:**
 - Grant: [] to [] or Group: []
 - Fund: 2021001008 to [] or Group: []
 - Funds Center: 1212130000 to [] or Group: []
 - Commitment Item: [] to [] or Group: []
 - Variant: 000
 - Functional Area: [] to [] or Group: []
 - Funded Program: [] to [] or Group: []
 - Superior FMAAs
 - Subord. acct assgmts
- Commitments/Actuals:** Fiscal Year/Period: 2008 1 to 2008 12
- Optimization of database access:** Maximum No. of Hits: []
- Cmmts/Act:** Value Type: [] to []
- Layout:** Layout: TXST LAYOUT Variant fields only

Results of transaction execution.

Note that the results are in an ALV grid and users can filter, sort, hide columns, sub-total, and create their own custom layouts to meet their unique needs. Here is the link to the document that will show you how to use the various tools to best meet your reporting needs: [Reporting Fundamentals](#)

Report results:

Year	Prd	Posting Date	RefDocNo	VT	Val.type text	Type	Reference	Pred.doc.no	Funds Center	Fund	Cmmt Item	Commitment item text	Pymt.Bdgt	Vendor	Name 1	Text	Document Header Text
2008	4	12/06/2007	1900239292	54	Invoices	TO	11/11/2007	2008018409	1212130000	2021001008	711500	Trav O/S Incidntl Ex	44.55	301958	MUNOZ, JOYCE L		
2008	4	12/06/2007	1900240284	54		PK	1113071119070350		1212130000	2021001008	730000	Consumable Supplies	165.57	502353	JPMORGAN CHASE BANK NA	04976383-CDW GOVERNMENT	P-Card IDT Trans M
2008	4	12/06/2007	1900240285	54		PK	1113071119070351		1212130000	2021001008	729900	Purch Contracted Ser	89.95	502353	JPMORGAN CHASE BANK NA	04976383-UCO*MY SAP SRM	P-Card IDT Trans M
2008	4	12/11/2007	1900240789	54		CO	3095316547		1212130000	2021001008	730000	Consumable Supplies	37.04	1231	STAPLES BUSINESS ADVANTAGE	COOL-3095316547-7037324601	COOL IDTS
2008	4	12/11/2007	1900240790	54		CO	3095316548		1212130000	2021001008	730000	Consumable Supplies	7.84	1231	STAPLES BUSINESS ADVANTAGE	COOL-3095316548-7037324601	COOL IDTS
2008	4	12/12/2007	1900241015	54		KR	92069926971108	5125672136	1212130000	2021001008	750401	Tele Wireles Mo Chrg	59.99	6652	VERIZON WIRELESS		
2008	4	12/12/2007	1900241204	54		PK	1120071126070159		1212130000	2021001008	729900	Purch Contracted Ser	279.80	502353	JPMORGAN CHASE BANK NA	04976383-UCO*SAP BUSINESS IN...	P-Card IDT Trans M
2008	4	12/14/2007	1900242125	54		PK	1127071205070486		1212130000	2021001008	730000	Consumable Supplies	572.78	502353	JPMORGAN CHASE BANK NA	04976383-CDW GOVERNMENT	P-Card IDT Trans M
2008	4	12/14/2007	1900242126	54		PK	1127071205070487		1212130000	2021001008	728600	Freight/Delivery Ser	38.27	502353	JPMORGAN CHASE BANK NA	04976383-FEDEX SHP 11/19/07 AB#	P-Card IDT Trans M
2008	4	12/18/2007	1900243107	54		CO	3095557553		1212130000	2021001008	730000	Consumable Supplies	26.39	1231	STAPLES BUSINESS ADVANTAGE	COOL-3095557553-7037573255	COOL IDTS

Zoom in on results:

Year	Prd	Posting Date	RefDocNo	VT	Val.type text	Type	Reference	Pred.doc.no	Funds Center	Fund	Cmmt Item	Commitment item text
2008	3	11/28/2007	1900237085	54	Invoices	TO	10/22/2007	2008018250	1212130000	2021001008	711500	Trav O/S Incidntl Ex
2008	3	11/28/2007		54		TO	10/22/2007	2008018250	1212130000	2021001008	711500	Trav O/S Incidntl Ex
2008	3	11/30/2007	1900237254	54		CO	3094493485		1212130000	2021001008	730000	Consumable Supplies
2008	4	12/03/2007	1900237434	54		TO	11/10/2007	2008018293	1212130000	2021001008	711100	Trav O/S Pub Trans
2008	4	12/03/2007		54		TO	11/10/2007	2008018293	1212130000	2021001008	711200	Trav O/S Mileage
2008	4	12/03/2007		54		TO	11/10/2007	2008018293	1212130000	2021001008	711600	Tr O/S M/L Nt Ex LBA

Column Definitions:

- **Fiscal Year. Period and Posting date** – Indicate the identified information for this document.
- **RefDocNo** – SAP Document Number.
- **VT and Val. Type text** – Identifies the type of document (i.e. invoice, funds commitment, profit transfer posting, etc.). *Value types may have been identified in selection criteria.
 - **Definitions for Val. Type text:**
 - **Fund Pre-Commitment:**
 - Encumbrances and used only for vacant positions.
 - Created via PBC program that is run nightly.
 - Automatically updates based on HR updates for position status, funding, cost distributions.
 - **Funds Commitment:**
 - *Automatically created and updated for salaries, travel, cell phone allowances.*
 - *Most Common Subcategories of Funds Commitments:*
 - TV = travel encumbrances
 - PC = payroll encumbrances
 - **Funds Reservation:**
 - Departmental creation of encumbrance via the funds reservations function in sap for expected operating expenses.

- **Parked Documents:**
 - Accounting process while documents are “on hold”.
 - Once document is approved it will automatically become an invoice.
 - Usually want to exclude parked documents unless you are looking for a “pending” transaction.
 - **Invoices:**
 - Transactions that have been completed and have “hit” your account. These have been paid.
 - **Profit Transfer Postings:**
 - IDT’s and JV’s come through as profit transfer postings.
 - A lot of monthly charges will show as profit transfer postings....Telcom, Blds/Maint/repair, Print shop, etc....
 - **Purchase Requisitions:**
 - Encumbered funds not reviewed or approved by purchasing yet. Initiated by department.
 - **Purchase Orders:**
 - Encumbered funds reviewed and approved by Purchasing and in processing status. As merchandise comes in the invoices will be paid against the purchase order and reduce the encumbrance. Invoices paid will create an “actual” payment.
- **Type** – Identifies the nature of the document in SAP (i.e. PK-P-Card, JV-Journal Voucher, etc.).
 - [Click here to see a complete list of document types](#)
 - **Reference** – A reference for the document (for example, a vendor invoice number).
 - **Pred.doc.no** – A predecessor document to the posting (for example, a funds commitment, purchase requisition or a purchase order).
 - **Funds Center /Fund** – The account assignment that is being credited or debited in this document.
 - This could be a cost center and fund, an internal order and fund, or a funded program and fund. The default layout has the order and funded program shown to the far right of the layout.
 - **Commt Item and Commitment item text** – Pinpoints the posting to a particular assignment (GL) (for example, consumable supplies, Travel Out of State Incidental Expenses, etc.).

Σ Pymt Bdgt	Vendor	Name 1	Text	HeaderText	Stat.Ind.	Funded Prg	Order
30.00	303683	YOUNG, RANDY N				NR	
80.48	303683	YOUNG, RANDY N				NR	
29.99	1231	STAPLES BUSINESS ADVANTAGE	COOL-3094493485-0083461541	COOL IDTS		NR	
31.00	302657	TRIP, TED				NR	
19.98	302657	TRIP, TED				NR	
396.00	302657	TRIP, TED				NR	
320.00	302657	TRIP, TED				NR	
219.00	302657	TRIP, TED				NR	

- **Pymt Bdgt** – Debit or credit amount of the document.
- **Vendor** – In the case of a vendor document, this is the SAP vendor number.
- **Name 1** - In the case of a vendor document, this is the SAP vendor name.
- **Text** – Line item text of the document, which gives further description of the posting.
- **Header Text** – Document header text applies to the entire document and provides a general description.
- **Stat. Ind.** – Indicates whether the document is statistical to budget so that the posting doesn’t affect the budget balance.
- **Funded Program** – Can be part of the account assignment of the document.
- **Order** – Can be part of the account assignment of the document.

Analysis:

Using layouts - creating and using specific layouts will allow more efficient review of postings.

- Subtotal by commitment item and then document number.
- Summarize, so you see only one line per document and a total for the commitment item.

Reconciliation - In order to reconcile efficiently, one must select the correct data.

- Enter the specific period that is being reconciled.
- If trying to reconcile revenue, enter commitment item 4*.
- If trying to reconcile expense, enter commitment item 7*.
- Reconcile the totals of the commitment item to the budget to actual.
- Analyze any differences by using the detail documents.

Appendix A

Document Types and Description

Doc Type	Document Description	Doc Type	Document Description
AA	Asset posting	PA	Payroll Posting
AB	Accounting document	PC	Payroll Claims
AF	Dep. postings	PE	Pooled Inv Endowment
AN	Net asset posting	PJ	Payroll Jrn Voucher
AO	Administ Overhead	PK	PCard Invoice
BK	Bookstore Invoice	PO	Pooled Inv Operating
CB	Cash Blotter	PP	Pooled Inv Plant
CC	Cash Clearing Manual	R1	Journal Voucher/Rev.
CG	Cash Receipt/ GL Acc	R2	Man IDT-Reversal
CO	COOL Invoice	R3	IDT-Reversal-B/T/F
CR	Cash Receipt	R4	IDT-Reversal-C/D/P
D1	Reg Crd Hous Prepay	R5	Reversal-SARS/RB
D2	Forfeit Hous Prepay	R6	Reversal-Int Payroll
DA	Customer document	R8	Reversal-Payroll
DG	Customer credit memo	R9	Reversal-ResEncumbr
DR	Customer invoice	RB	Routine Bus. Entry
DZ	Customer payment	RE	Invoice - gross
F1	FA Credit/Due From	RF	Student Refund
F2	FA Credit/Due To	RI	Reimbursements/State
FA	Financial Aid	RR	Routine Bus. Entry
GS	GreenSlip Correction	RV	Billing doc.transfer
IC	Indirect Cost Postin	S1	SARS Daily Receipts
IE	Investment Earnings	S2	SARS Daily Charge Ad
IP	Interim Payroll	S3	SARS Reg. Receipts
J1	Job Order (JOC)	S4	SARS Reg. Charges
JA	IDT-Personnel Ads	S5	Reg. F/A Credit
JB	IDT - Bookstore	S6	Reg. F/A Credit ETLP
JC	IDT - Copy Services	S7	SARS Ref. Cr Due/To
JD	IDT - Duplicating	S8	SARS Ref Cr Due/From
JE	Manual IDT-Expense	SA	G/L account document
JF	IDT - Facilities	SL	IDT-Computer Softwar
JG	IDT-Evans/UPAC	ST	State Invoice
JH	IDT-Computer Repair	SU	Adjustment document
JI	IDT-Instru Technolog	TC	JPMorgan Travel Card
JJ	IDT-Student Center	TF	Trust Fund
JK	IDT-Rec Sports	TI	Travel In-State
JL	IDT-Library	TO	Travel Out-State
JM	IDT-Materials Mgt	UE	Data transfer
JN	IDT-Transportation	UP	UPS Invoice
JO	IDT-Copy Machines	WE	Goods receipt
JP	IDT - Print Shop	YZ	Periodic Deprec
JQ	IDT-Std Health Ctr	Z3	3rd Party Payroll
JR	Manual IDT-Revenue	ZA	JV WorkComp/Unemp

JS	IDT-University Star	ZB	JV Budget Adj
JT	IDT - Telephone Srv	ZC	Payroll Cash
JU	IDT-Tele Services Ma	ZE	Reserve for Encumbra
JV	Journal Voucher-GAO	ZI	Vendor Inv. Interest
JW	IDT-Postal Retail Un	ZJ	Bank Rec Check In
JX	IDT-Metered Mail	ZK	Bank Rec Check Out
JY	IDT-Bulk Mail	ZL	Bank Rec EFT In
JZ	IDT-Postage Due	ZM	Bank Rec EFT Out
KG	Vendor credit memo	ZN	Bank Rec Deposits
KP	Account maintenance	ZP	Payment posting
KR	Vendor invoice	ZR	Bank reconciliation
KZ	Vendor payment	ZS	Payment by check
L1	ETLP Pmt Reapplicati	ZU	USAS Payment Posting
L2	ETLP SmBalOverpay	ZV	Payment clearing
L3	ETLP Pmt Reversal		
L4	ETLP SmBal WriteOff		
L5	ETLP LgBal WriteOff		
LB	Library Invoice		
LC	Vendor invoice		

[Click here to go back to the Instructions](#)

Appendix B

Value Types and Descriptions

Value Type	Value Type Description	Definitions
50	Purchase Requisitions	Encumbered funds not reviewed or approved by purchasing yet. Initiated by department.
51	Purchase Orders	Encumbered funds reviewed and approved by Purchasing and in processing status. As merchandise comes in the invoices will be paid against the purchase order and reduce the encumbrance. Invoices paid will create an “actual” payment.
52	Business Trip Commitments	Na – Not used
54	Invoices	Transactions that have been completed and have “hit” your account. These have been paid.
57	Payments	Na – Not used
58	Down Payment Requests	Na – Not used
60	Parked Documents	<ul style="list-style-type: none"> • Accounting process while documents are “on hold”. • Once document is approved it will automatically become an invoice. • Usually want to exclude parked documents unless you are looking for a “pending” transaction.
64	Funds Transfers	Na – Not used
65	Funds Commitment	<p>Automatically created and updated for salaries, travel, cell phone allowances.</p> <ul style="list-style-type: none"> • Most Common Subcategories of Funds Commitments: <ul style="list-style-type: none"> ○ TV = travel encumbrances ○ PC = payroll encumbrances
66	Transfer Postings	<ul style="list-style-type: none"> • IDT’s and JV’s come through as profit transfer postings. • A lot of monthly charges will show as profit transfer postings....Telcom, Blds/Maint/repair, Print shop, etc....
80	Funds Block	Na – Not used
81	Funds Reservation	<ul style="list-style-type: none"> • Departmental creation of encumbrance via the funds reservations function in sap for expected operating expenses.
82	Funds Precommitment	<ul style="list-style-type: none"> • Encumbrances and used only for vacant positions. • Created via PBC program that is run nightly. • Automatically updates based on HR updates for position status, funding, cost distributions.
95	Secondary Cost Postings (CO)	Na – Not used

[Click here to go back to the Instructions](#)