

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**

Using this report, you can display a list of the line items of all financial documents that were posted to a particular account assignment. This report can be run for all types of accounts, including grants. This information is available to a user via the Budget to Actual Report (ZBUDACT) and the Grant Summary Report (ZGM_GRANT_SUMMARY), however, a user must drill down to get to this line item detail—and depending on the volume of transactions, it can be a bit time-consuming. The major benefits of this report are:

- 1) The ability to get to the details of actual expenditures without drilling down on each commitment item
- 2) The ability to view and download data from multiple fiscal years.

Note: You can also set up layouts that allow you to customize your view of the report.

Document Journal

Financial Management Area
 FM Area: 754

FM Account Assignment
 Grant: [] to [] or Group []
 Fund: [] to [] or Group []

Funds Center: [] to [] or Group []
 Key Date: 02/29/2020

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: 2020 1 to 2020 12

Optimization of database access
 Maximum No. of Hits: 500

Cmmts/Act.
 Value Type: [] to []

Layout
 Layout: [] Variant fields only

Callout Boxes:

- Enter fund number:** Points to the Fund field.
- Enter fund center:** Points to the Funds Center field.
- Optional: Enter commitment item group. Use Funds Crosswalk for reference. Or enter a specific commitment item number (i.e. 730000) or range of commitment items numbers (4* for revenue/7* for expenses):** Points to the Commitment Item field.
- If reporting on a funded program, enter the funded program number:** Points to the Funded Program field.
- Enter fiscal year and period range. You can cross fiscal years using this transaction:** Points to the Fiscal Year/Period field.
- Delete maximum No. of Hits:** Points to the Maximum No. of Hits field.
- Recommended: Enter 54-invoices and 66-transfer postings:** Points to the Value Type field.

Figure 1

Selection Screen Parameters:

FM Area: 754 (should always default)

FM Account Assignment:

- **Grant:** Enter only if you have a grant (8*).
- **Fund:** You can enter the full 10 digit fund, but it is recommended that you enter the first six digits of desired fund with a (*) at the end, (i.e. 200001*, instead of 20000110XX) or a fund range
 - If you enter the whole ten digit 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**XX).
- **Funds Center:** Enter the desired funds center or range of fund centers.
- **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 (i.e. 00BUDALL or 00BUDWEXCP)
- **Variant:** Do not use.
- **Functional Area:** Do not use.
- **Funded Program:**
 - This can be left blank. However, you may encounter security issues. Therefore, if you do not have access to the funded programs in your area you need exclude funded programs (9*) or put NR* in the field. If you do need to look at funded programs, enter the funded program in the box (or list of funded programs).

Commitments/Actuals:

- **Fiscal Year/Period:** Enter the desired fiscal year(s) and period (s).
 - Note: you can cross fiscal years using this transaction.

Example:

Single Periods

Commitments/Actuals					
Fiscal Year/Period	2020	1	to	2020	1

Within a Fiscal Year

Commitments/Actuals					
Fiscal Year/Period	2020	1	to	2020	16

Across Fiscal Years

Commitments/Actuals					
Fiscal Year/Period	2015	1	to	2020	16

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.

Commts/Act:








- **Value Type:**
 - Enter value type 54 Invoices and 66 Transfer Postings (IDT's) for most instances of reporting such as reconciling a period or running for prior year data analysis.

- You can run wide open if you want to look at all transactions including purchase requisitions, purchase orders, travel requisitions, etc. However, the data can be overwhelming, therefore we recommend to limit your search by only viewing 54s and 66s.

Layout:

- Optional: you can choose a specific layout, otherwise the default layout is recommended if it is your first time running this report. The layout /TXSTATE 1

Example selection parameters:

Document Journal						
Financial Management Area						
FM Area	754					
FM Account Assignment						
Grant		to			or Group	
Fund	200001*	to			or Group	
Funds Center	1511100000	to			or Group	
Key Date	03/03/2020					
Commitment Item		to			or Group	00BUDWEXCP
Variant	000					
Functional Area		to			or Group	
Funded Program		to			or Group	
<input type="checkbox"/> Superior FMAAs <input type="checkbox"/> Subord. acct assgmts						
Commitments/Actuals						
Fiscal Year/Period	2015	1	to	2020	16	
Optimization of database access						
Maximum No. of Hits						
Cmmts/Act.						
Value Type	54	to				
Layout						
Layout	/TXSTATE 1	<input checked="" type="checkbox"/> Variant fields only				

Use the multiple selection feature to enter both "54" and "66" The green indicator denotes that there is an additional selection not visible on the entry screen.

Then, Execute 

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.

Report results:

Document Journal																						
FM Area		754																				
Year Commitment Item		670000 ...																				
Commitment Item		1511100000																				
Funds Center		200001*																				
Fund		/TXSTATE 1																				
Layout																						
User		CL29																				
Date/Time		03/03/2020 12:54:45																				
		Report reflect accounts user is authorized to view																				
Year	P	Posting Date	RefDocNo	VT	Value type	Type	Inv#/Ref#	Prd.do	Fund	Fund name	Funds Center	Funds center name	Funded Prg	Cmmt.it	CI text	G/L Acc#	Pymt Bdgt	Vendor	Name	Text	Head. Text	Stat.Ind.
20	1	09/30/2015	3500013971	54	Invoices	PA	XXXX00001		2000011016	Des Method	1511100000	Offic/Disability Svc	NR	701000	Unclassified Salary	701000	31,734.45				PP0000007389	
20		09/30/2016	3500015374	54	Invoices	PA	XXXX00001		2000011017	Des Method	1511100000	Offic/Disability Svc	NR	701000	Unclassified Salary	701000	32,969.04				PP0000007906	
20		09/30/2017	3500017267	54	Invoices	PA	XXXX00001		2000011018	Des Method	1511100000	Offic/Disability Svc	NR	701000	Unclassified Salary	701000	20,599.63				PP0000008475	

Column Definitions:

- **Fiscal Year**-Indicates the fiscal year based on the entry criteria for the line item
- **Period**-Indicates the period (month in the fiscal year) of the posted line item
- **Posting date** – Indicates the date that the line item was posted in SAP
- **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 (54):**
 - Transactions that have been completed and have posted to your account. These items have been collected (revenue) or paid (expensed).

- **Profit Transfer Postings (66):**
 - IDT's (Interdepartmental Transfers) and JV's (Journal Vouchers) come through as profit transfer postings.
 - Examples:
 - Facilities request expenses
 - Print shop expenses
 - Telephone expenses
- **Purchase Requisitions:**
 - Encumbered funds not reviewed or approved by purchasing yet. These are initiated by the 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 (eventually hitting the 54-invoices value type).
- **Type** – Identifies the nature of the document in SAP (i.e. PK-P-Card, JV-Journal Voucher, etc.).
- **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.
- **Funded Program** – The funded program indicated on the entry criteria
- **Order** – The funded program indicated on the entry criteria. If NR* is used, this will be blank.
- **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.).
- **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.
 - *It is best practice to exclude these postings from further analysis.*

Analysis:

Reconciling a single account for 1 period

- Enter account information as described in the previous section.
- Enter the specific FY/Period that is being reconciled
- If you want to report on a specific commitment item such as 730000 or all expense (7*) or all revenue (4*).
 - It is recommended that you use current *groups* that already exist such as the commitment item group (i.e. 00BUDALL or 00BUDWEXCP)
- Execute report

Document Journal

Financial Management Area

FM Area

FM Account Assignment

Grant to or Group

Fund to or Group

Funds Center to or Group

Key Date

Commitment Item to or Group

Variant

Functional Area to or Group

Funded Program to or Group

Superior FMAAs
 Subord. acct assgmts

Commitments/Actuals

Fiscal Year/Period to

Optimization of database access

Maximum No. of Hits

Cmmts/Act.

Value Type to

Layout

Layout Variant fields only

Multiple Selection for Value Type

Select Single Values | Select Range

S..	S..
54	
66	<input checked="" type="checkbox"/>

In the example above, the account in the entry criteria will pull in information for FY2020 period 1. The value types for reconciling posted transactions would be 54 invoices and 66 transfer postings (IDT's) only.

Results

This is a collapsed view of the account noted above from All Postings by G/L for period 1.

Document Journal

FM Area 754
Year Commitment Item
Commitment item 670000 ...
Funds Center 1511100000
Fund 200001*
Layout

User CL29
Date/Time 03/10/2020 15:42:49
 Report reflect accounts user is authorized to view

Year	Prd	Fund	Fund name	Funds Center	FC...	Fu...	Or...	Cmmt item	CI text	Σ	Pymt Bdgt
								701000		▪	24,819.87
								701500		▪	11,862.53
								710500		▪	14.00-
								710600		▪	13.34-
								727300		▪	33.52
								729900		▪	720.00
								730000		▪	122.03
								731600		▪	68.30
								731601		▪	13.96
								740600		▪	32.79
										▪▪	37,645.66

With All Postings, you can see all the drill down detail in one report (it's summarized here for the purposes of this document).

Here's a collapsed view of Budget to Actual of the same account by G/L for period 1.

Texas State - FM Budget & Actuals Report

Fiscal year = 2020
Period = 001 to 001
Fund = 2000011000 to 2000011020
Fund Center = 1511100000

und	Fun...	Fun...	Fun...	Fun...	Com...	Commitment Ite...	Commitment Item Name	Current Period Act...
						701000		▪ 24,819.87
						701500		▪ 11,862.53
						710500		▪ 14.00-
						710600		▪ 13.34-
						727300		▪ 33.52
						729900		▪ 720.00
						730000		▪ 122.03
						731600		▪ 68.30
						731601		▪ 13.96
						740600		▪ 32.79
								▪▪ 37,645.66

With Budget to Actual, it's already summarized, but you still have to drill down into each line item for more detail.

Generating, preparing and executing multi-year data for analysis in Excel:

- **Entry screen parameters:**
 - **Fund:**
 - or fund range using wild cards for the fiscal year digits 9 and 10.
 - Example: 20000110**
 - **Fund Center:**
 - Enter a single fund center or range of fund centers if looking more than one.
 - **Commitment Item:**
 - Enter 7* for expenses only, 4* for revenue only, or leave blank if you want to pull in both.
 - Also may use the commitment item group field if more appropriate. These are the same groupings you pull in to your B2A report.
 - **Funded Program:**
 - Leave blank, enter NR* or exclude funded programs if you get an error message.
 - **Fiscal Year/Period:**
 - Put in the 1st year you want to see through the ending year you want to see.
 - Period should be 1-16 to pull in all transactions including those in reconciling periods for accounting (13-16)
 - **Maximum number of hits:**
 - Make sure you delete the 500 that defaults in and leave this field blank.
 - **Value Type:** 54 Invoices and 66 Transfer postings

Grant		to		
Fund	<input checked="" type="checkbox"/> 30202810**	to		
Funds Center	<input checked="" type="checkbox"/> 1414100000	to		
Key Date	01/30/2020			
Commitment Item		to		
Variant	000			
Functional Area		to		
Funded Program		to		
<input type="checkbox"/> Superior FMAAs				
<input type="checkbox"/> Subord. acct assgmts				
Commitments/Actuals				
Fiscal Year/Period	2010	1	to	2020 16
Optimization of database access				Select S...
Maximum No. of Hits				
Cmmts/Act.				S.. S..
Value Type	54	to		
				54
				66

Example--This is pulling in every revenue and expense for all accounts that are in Bookstore income generating account

TIPS for organizing data and exporting to Excel

- Remove Statistical items by filtering out items marked with an X in the statistical item column. These are not budget relevant.
- Hide the G/L column
- Subtotal by commitment item
- Compare result by commitment to Budget to Actual/Grant Summary or your shadow system
- Research detail by drilling down on the document numbers if needed.

Exporting

Within the executed report you want to do the following:

- Remove statistical items by filtering out items marked with an X in the statistical item column.
- Hide the G/L column
- Remove the total in the PymtBdgt Column by highlighting the column and hitting the summation icon



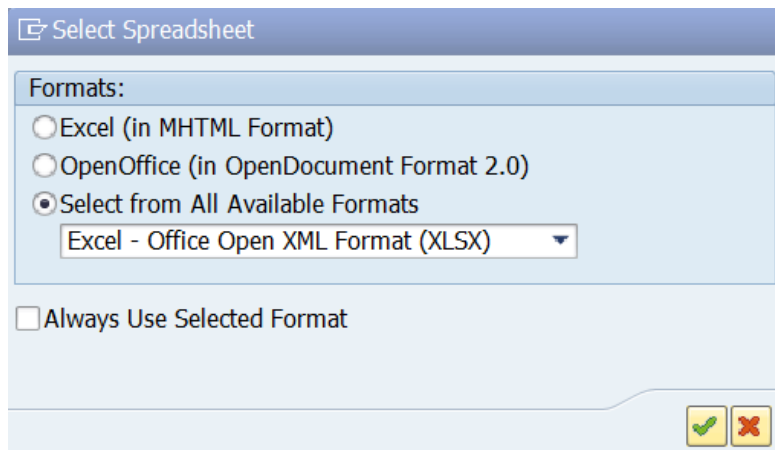
Your data is now ready for exporting to excel.

To export→Right click anywhere in the data set, then select Spreadsheet from the context menu

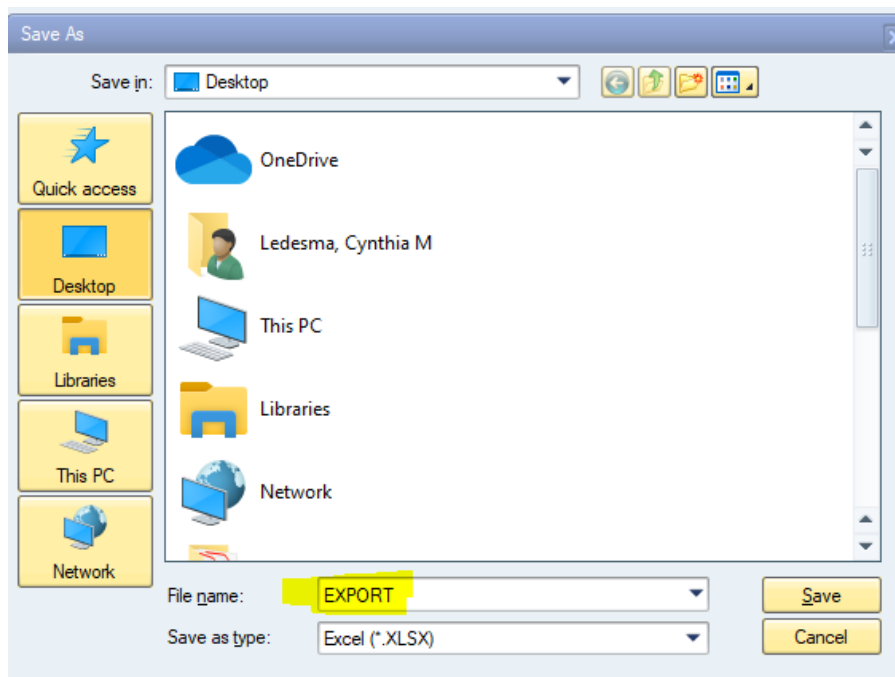
nded Prg	Order	Cmmt item	CI text	G/L Acc	Pymt Bdgt	Vendor	Nan
		701000	Unclassified Salary	701000	3,862.50-		
			Unclassified Salary	701000	3,862.50		
			Unclassified Salary	701000	3,750.00		
			Unclassified Salary	701000	3,862.50		
			Unclassified Salary	701000	5,694.87-		
			Unclassified Salary	701000	7,500.00-		
			Unclassified Salary	701000	7,500.00		
			Unclassified Salary	701000	3,862.50-		
			Unclassified Salary	701000	5,694.87		
			Unclassified Salar				
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			Unclassified Salar				
			Unclassified Salar				

OR-select Menu→ List→Export→Spreadsheet:

This will open the following dialog box. Select Excel and hit the green check



Then, select the location that you want the file to be saved. Rename the file.



Choose the location you want to save your file, name the file, and hit save. Hit “allow” if any dialog boxes pop up.