



Office of Comptroller Operations

Revenue Entry in SAP: Tips and Tricks
Frequently Asked Questions

Revenue Entry in SAP: Tips and Tricks

Frequently Asked Questions

Q: How do I configure my FB50 screen to show the Period and the Document Type?	2
Q: How do I set a variant so that my layout stays the same every time I input?	3
Q: How do I reverse a revenue document (FB50) in SAP when I have <i>not</i> printed a deposit transit slip (ZF_DEPOSIT)?.....	3
Q: How do I reverse a revenue document (FB50) in SAP after I have already printed a deposit transit slip (ZF_DEPOSIT) and still have the checks on hand?	5
Q: How do I correct entering the wrong number of checks on the ZF_DEPOSIT screen and after I have printed the deposit transit slip?.....	6
Q: What items are allowed to be changed once a document has posted in FB50?	6
Q: How do I reprint a Deposit Transit Slip?.....	8
Q: What did I do wrong if when posting in FB65 I receive a “17” document number?	9
Q: How do I set up an account assignment template?	9
Q: What happened if when I go to print my ZF_DEPOSIT slip, it tells me that the transaction must be positive?	10
Q: What do I do if I receive cash as a payment?.....	11
Q: How do I find my document number if I forgot to write it down?	11
Q: How do I change the default view in the FB03 screen to Display as List	11
Q: How do I request a new revenue GL?	12
Q: How do I request a refund of revenue?	12
Q: How can I see if a revenue return has paid?	13
Q: How can I find policy on Financial Management that includes cash management?	13
Q: What bank codes are used in depositing funds into SAP?	14
Q: How do I set up a printer in SAP?.....	14
Q: How can I look up an RT/RE number the same day if I posted a without remittance document?	14
Q: What are the different document types in SAP and what are their purposes?.....	16

Revenue Entry in SAP: Tips and Tricks

Q: How do I configure my **FB50** screen to show the Period and the Document Type?

A: Header screen should appear as below. If any changes are required, click on Editing Options

The screenshot shows the SAP 'Enter G/L Account Document' interface for company code COPA. The 'Basic Data' tab is active, displaying fields for Document Date, Posting Date (11/25/2015), Currency (USD), Period (5), Reference, Doc.Header Text, Document Type (checked), Cross-CC no., and Company Code (COPA). The 'Amount Information' section shows Total Dr. and Total Cr. both at 0.00 USD. A black arrow points to the 'Editing options' button in the top right corner of the header area.

- Make changed as show below. Click change user master icon to save changes.

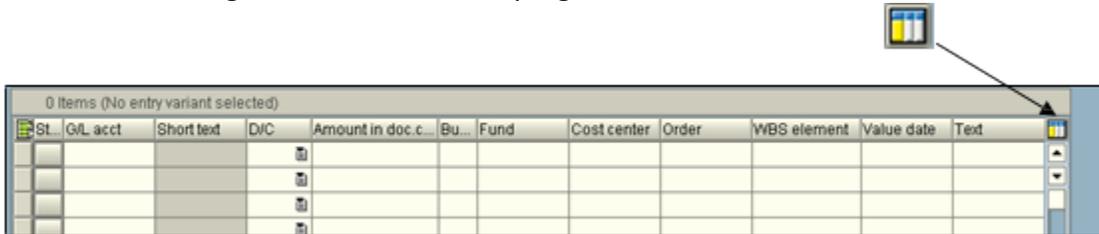
The screenshot shows the 'Accounting Editing Options' screen. The 'Document entry' tab is active. Under 'General Entry Options', several checkboxes are listed, including 'Documents only in local currency', 'Amount fields only for document currency', 'Exchange rate from first line item', 'No special G/L transactions', 'Documents not cross-company code', 'Documents must be complete for parking', 'No partner business area in head.screen', 'Calculate taxes on net amount', 'Copy text for G/L account entry', 'Do not copy tax code', 'Fast entry via ISR number', 'ISR Entry with Control Display', 'Do not update control totals', and 'Automatic Negative Posting'. Under 'Default document currency', 'Local currency' is selected. Under 'Default Company Code', 'No Company Code Proposal' is selected. Under 'Special options for single screen transactions', 'Display periods' and 'Posting in special periods possible' are checked. The 'Doc.type option' dropdown is set to 'Entry with short name'.

Revenue Entry in SAP: Tips and Tricks

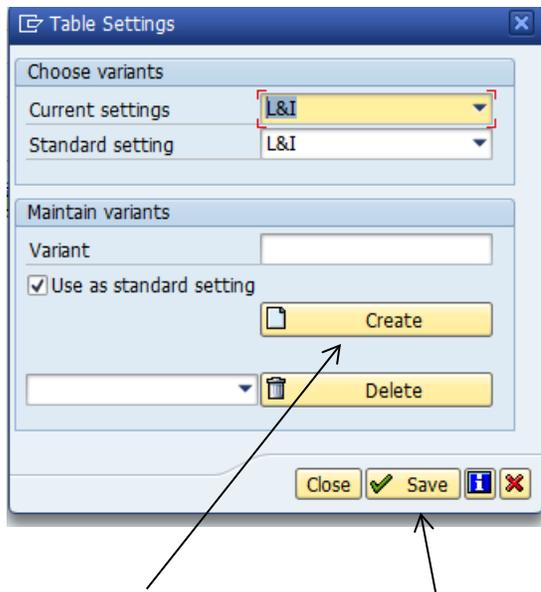
Q: How do I set a variant so that my layout stays the same every time I input?

A: Create a variant.

- Select the transaction for which you want to create a variant (**FB50, FV50, FB65, FV65**)
- Move the fields you will be entering to the desired location. This can be done by clicking on the column header and dragging them into position. (For example: Business Area, Fund, Cost Center, Order, WBS Element, Budget Period, Value Date, Text)
- Click on the configuration icon at the top right of the line items section



- The Table Settings dialog box opens. Enter a name in the Variant dialog box.



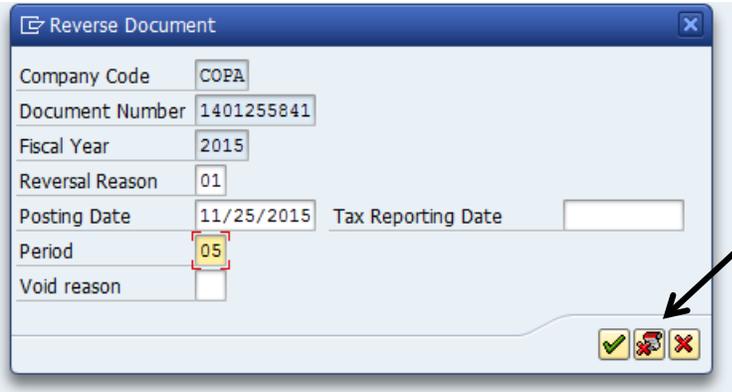
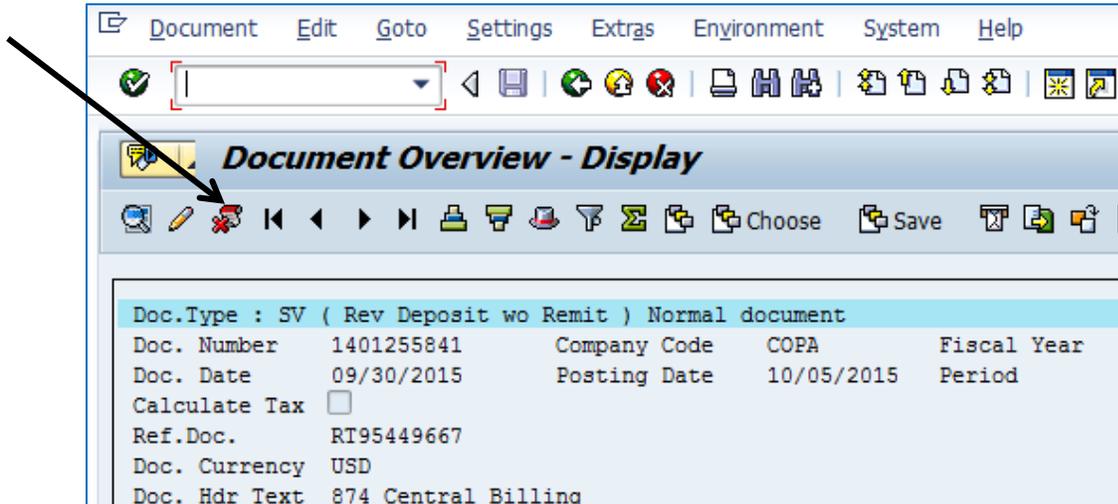
- Click on create and then click on save.
- Checking the Use as standard setting box will bring this variant up every time you enter the transaction screen.

Q. How do I reverse a revenue document (**FB50**) in SAP when I have *not* printed a deposit transit slip (**ZF_DEPOSIT**)?

A: Go to SAP transaction **FB03** – Display Document

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- Type in Document Number
- Enter
- Click on Reverse Document 



- Reversal Reason: 01 – Reversal in current period
- Posting Date: Date you are reversing
- Enter Period: 01-12 (use current month, periods run July-June)
- Click on the Reverse Document icon
- A reversal document number will display at the bottom of the screen.

Another way to reverse a document is to use transaction **FB08** – Reverse Document.

Revenue Entry in SAP: Tips and Tricks

Reverse Document: Header Data

Display before reversal
 Document list
 Mass Reversal

Document Details

Document Number
 Company Code
 Fiscal Year

Specifications for Reverse Posting

Reversal Reason
 Posting Date Tax Reporting Date
 Posting Period

Check management specifications

Void reason code

Enter the Document Number, Reversal Reason, Posting Date, and Posting Period. Select Display before reversal. After verifying the document, go back a screen using the green Back icon  and click on Post. 

Q: How do I reverse a revenue document (**FB50**) in SAP after I have already printed a deposit transit slip (**ZF_DEPOSIT**) and still have the checks on hand?

A: If checks have been sent to Brookwood St for deposit, call Revenue & Cash Management for them to determine the correct course of action.

If the checks are still on hand, use transaction ZF_CANCEL to reverse the deposit transit slip

Cancel Revenue Deposit

SAP Document Number to 
 RE/ RT Document Number to 
 Document Type to 
 Creation Date to 
 Creation Time to 
 Test Run

- Enter SAP document number, RT number, Document type
- Make sure Test Run is checked
- Execute – verify the document you are trying to reverse
- Click on the green Back icon
- Uncheck test run
- Execute

Once document has been cancelled, follow instructions on how to reverse the document.

Revenue Entry in SAP: Tips and Tricks

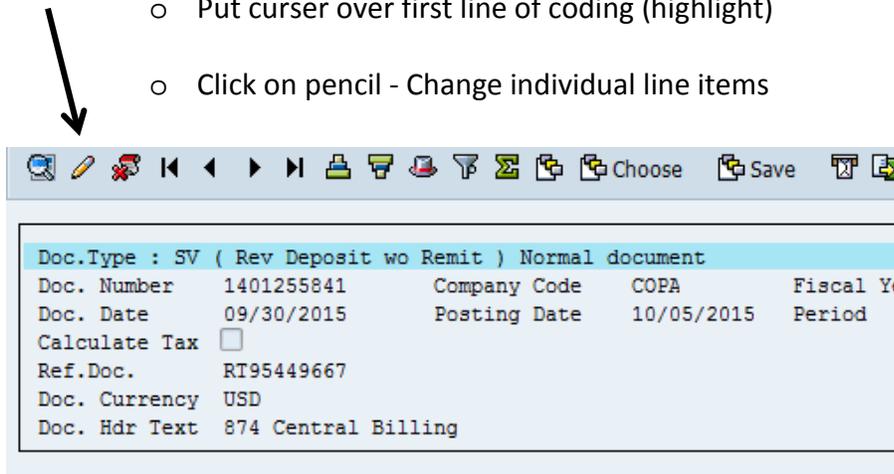
Q: How do I correct entering the wrong number of checks on the **ZF_DEPOSIT** screen and after I have printed the deposit transit slip?

A: Process a **ZF_CANCEL**, process the **ZF_DEPOSIT** correctly using the same document number.

Q: What items are allowed to be changed once a document has posted in **FB50**?

A: The only fields that are allowed to be changed are the Document Header Text, Text, and Value Date. No other fields should ever be changed.

- FB02 – Change Document
- Enter Document number or RT number
- Put cursor over first line of coding (highlight)
- Click on pencil - Change individual line items



Doc.Type : SV (Rev Deposit wo Remit) Normal document

Doc. Number	1401255841	Company Code	COPA	Fiscal Ye
Doc. Date	09/30/2015	Posting Date	10/05/2015	Period
Calculate Tax	<input type="checkbox"/>			
Ref.Doc.	RT95449667			
Doc. Currency	USD			
Doc. Hdr Text	874 Central Billing			

Revenue Entry in SAP: Tips and Tricks

- Make corrections as needed
- If needed to go to another line, click on +Next Item
- Post

The screenshot displays the SAP 'Change Document: Line Item 001' interface. At the top, a toolbar contains various icons, with an arrow pointing to the 'Post' icon (a green checkmark). Below the toolbar, the document title is 'Change Document: Line Item 001'. The main form area contains the following data:

G/L Account	4436153	Mental Retardation Inst Collections
Company Code	COBA	COMMONWEALTH OF PA
Doc. no.	1401255841	
Line Item 1 / Credit entry / 50		
Amount	3,158.04	USD
Tax code		
Tax Jur.		
Additional Account Assignments		
Fund	1024900000 BP	2015
Cost Center	2130877471	
Functional Area	4710	
Funds Center	2130877000	Commitment Item 4436153
Purchasing Doc.		0
Quantity	0.000	
Value date	10/05/2015	
Assignment	TreasDt 10/06/2015	
Text	EBENSBURG	

Revenue Entry in SAP: Tips and Tricks

Q: How do I reprint a Deposit Transit Slip?

A: Transaction **SP01** Output Controller

Output controller: Spool request selection screen

Further selection criteria...

Spool requests | Output requests

Spool Request Number

Created By

Date created to

Client

Authorization

Output Device

Title

Recipient

Department

System Name

- Enter your employee ID# in Created By
- Put in date created original ZF_DEPOSIT
- Execute
- The screen will look similar to the one below.

Output Controller: List of Spool Requests

Spool no.	Type	Date	Time	Status	Pages	Title
<input type="checkbox"/> 62134		11/20/2015	15:43	Compl.	1	154311 OB32 11/20/2015
<input type="checkbox"/> 56647		11/20/2015	11:58	Compl.	1	LIST1S OB32 SAPMF05L_P00
<input type="checkbox"/> 56646		11/20/2015	11:58	Compl.	1	LIST1S OB32 SAPMF05L_P00
<input type="checkbox"/> 50563		11/20/2015	09:18	Compl.	1	091821 OB32 11/20/2015
<input type="checkbox"/> 48410		11/20/2015	07:55	Compl.	1	075528 OB32 11/20/2015
<input type="checkbox"/> 39571		11/19/2015	14:55	Compl.	1	145519 OB32 11/19/2015

6 Spool requests displayed

6 Spool requests completed successfully

- To determine which document you need re-printed, double click on Type Icon in each line and SAP will show you the document that you can print.
- Once you find document put a check mark in the white box beside line you determined was your document and click on the second icon under Output Controller (print directly)
- This will re-print your document.

Revenue Entry in SAP: Tips and Tricks

- If you need to change the printer name, go to the third icon in (Print with changed parameters)
- Change the output device to the new printer and hit the print icon.

Q: What did I do wrong if when posting in **FB65** I receive a “17” document number?

A: You used an incorrect Document Type. When posting refund of expenditure with remittance, the Document Type needs to be KS (Vend Refund w Remit).

Q: How do I set up an account assignment template?

(Be aware that the assignment template might need corrected for the budget period when the new state fiscal year begins, July 1. Also, if an internal order number is included in the template, it might need changed when the federal fiscal year begins, October 1.)

A: In **FB50** or **FB65** input all the information that you would like to be in a template. Do not enter amounts or value dates since that information will change with each posting.

The screenshot displays the SAP 'Enter G/L Account Document' interface for Company Code COPA. The 'Basic Data' tab is active, showing the following fields:

- Document Date: 11/25/2015
- Posting Date: 11/25/2015
- Currency: USD
- Period: 5
- Reference: (empty)
- Doc. Header Text: 874 PATCH
- Document Type: 5V (Rev Deposit wo Remit)
- Cross-CC no.: (empty)
- Company Code: COPA (COMMONWEALTH OF PA Harrisburg)

The 'Amount Information' section shows:

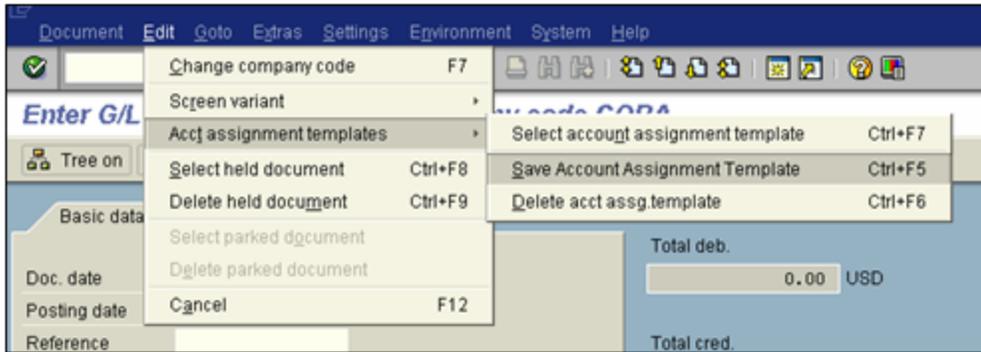
- Total Dr.: 0.00 USD
- Total Cr.: 0.00 USD

The table below contains two items:

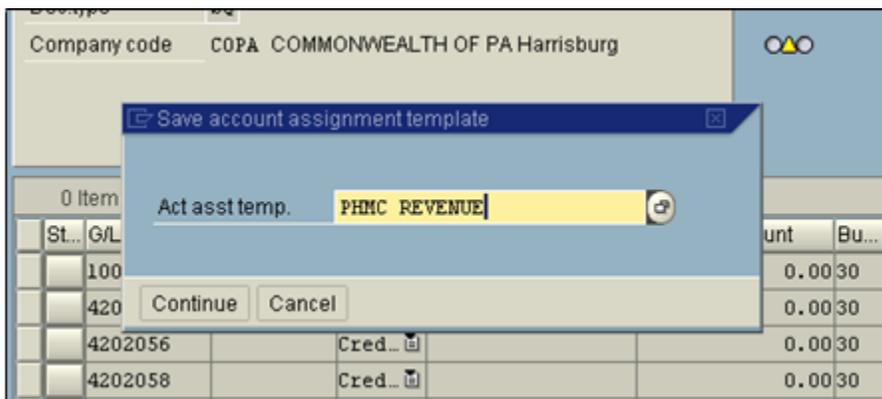
S...	G/L acct	Short Text	D/C	Amount in doc.curr.	Budget Pe...	Order	Funds center	Busines...	Value date	T
✓	4435973	PATCH-Cr C...	Cred...		2015		2059999000	20		p
✓	1003000	Cash in Tran...	Debit		2015			20		

- Click on the Edit menu, and select Account Assignment Templates, then Save Account Assignment Template.

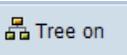
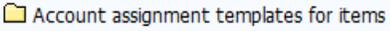
Revenue Entry in SAP: Tips and Tricks



- o Enter a descriptive name for the template and click on continue.



To use the Account Assignment Template:

- o Select the transaction (**FB50, FV50, FB65, FV65**)
- o Enter all applicable Header information
- o Click on the Tree On icon 
- o Click on Account Assignment Template folder 
- o Double click on the Template you want to use

Q: What happened if when I go to print my **ZF_DEPOSIT** slip, it tells me that the transaction must be positive?

A: The Cash-In-Transit balance has a credit balance instead of a debit. Very likely you posted the debit and credit backwards. Reverse the document and re-post.

Revenue Entry in SAP: Tips and Tricks

Q: What do I do if I receive cash as a payment?

A: All cash must be taken to Fulton Bank to be deposited into the Commonwealth of PA's account.

- Deposit slips are available by contacting Revenue & Cash Management in the Comptroller's Office
- For Revenue transactions, post a **FB50** transaction in SAP
 - Document Type: SV
 - Bank code: 850
 - Scan deposit slip and attach to document in SAP.
- For Refunds of Expenditures, send the deposit slip to Comptroller's Office for posting into SAP.

Q: How do I find my document number if I forgot to write it down?

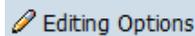
A: Enter **FB03**

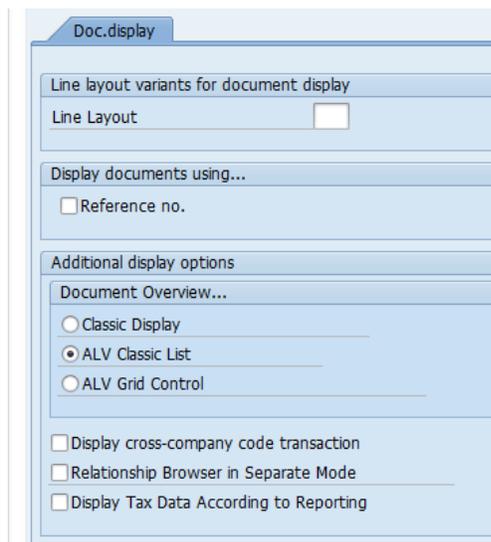
- Document list
- At bottom of screen click on: Own documents only
- Execute

Q: How do I change the default view in the FB03 screen to Display as List

A: Enter **FB03**

- Select Editing Options
- On the Doc display tab, select ALV Classic List
- Select Change User Master

 Editing Options



Revenue Entry in SAP: Tips and Tricks

Q. How do I request a new revenue GL?

A. Use the following template:

The following SAP general ledger account is requested for assignment by the Bureau of Accounting & Financial Management and use in the [Enter COPA Fund title] by the [Enter Business Area, Board, or Commission for which the code is being requested]. This revenue general ledger account is being requested to [Provide the reason for the request, including pertinent legislation or other documentation that will expedite the review process].

SAP General Ledger (GL) Account:

SAP GL/Commitment Item Title:

SAP Fund:

Alternative Account Number (formerly Legacy Revenue Class):

GAAP Revenue Classification:

Q. How do I request a refund of revenue?

A. Agency responsibility

- Prepare general invoice for revenue returns
- Park (using FV50 in SAP), an adjustment memo
 - Document date – date you are parking adjustment memo
 - Document type – AM
 - Doc. Hdr Text – BAXX Refund
- Credit – 6910020, amount, fund (cannot begin with a “9”), cost center (cannot be the business area followed by all zeros), Internal Order (if any) budget period, value date (must be original date of document reimbursing), text – who you are reimbursing
 - Debit – Revenue GL, fund, cost center, Internal Order (if any), budget period, value date same as credit side, text – same as credit side
- Attach back-up to document once parked
- Send AM document number to OB, REV_Revenue_Adjustments

Comptroller responsibility

- Post AM and notify agency

Agency responsibility

- Invoice needs to be sent through workflow
 - Need to attend non-PO training if no access
- Use ESS, FI module to complete invoice through workflow
 - Vendor – 599507

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- Social Security # or Federal ID #
- Unique invoice #
- Comments – if someone needs to pick up check – special handling of payment
- Value date – must be same date as AM value date processed above
- Coding – same coding as used above for 6910020
- Text – AM# and name or certificate # (if any)
- Attach invoice and all applicable backup
- Save/Post – will be given 19 document number

Q. How can I see if a revenue return has paid?

A. Enter SAP

- FB03
- Put in 19 document number in document number field
- Enter
- Double click on the first line – 599507
- Enter
- If a payment document has posted there will be a 2 number in the clearing box
- Double click on this number
- In the text it will have a Warrant ID number and a Bank Account Id number, if nothing is listed, it hasn't paid

Q. How can I find policy on Financial Management that includes cash management?

A. Open your Web browser and go to <http://www.oa.pa.gov/Policies/md/Pages/default.aspx>.

Then click the link titled:

- Financial Management (305-325)

Revenue Entry in SAP: Tips and Tricks

Q. What bank codes are used in depositing funds into SAP?

A.



Bank Code	Bank	Activity	Business Areas	Description
850	Fulton	Cash deposit	All	Deposit coin/currency in local bank
87L	Wells Fargo	ACH Concentration	13,18,26,38,67	DMVA homes, Lottery, LCB stores, State Parks, Vital Stats
87T	Wells Fargo	Check Deposit	All	Standard checks processed at <u>Brookwood</u> by Revenue
871	Wells Fargo	Check Deposit	All	Non-standard checks processed at <u>Brookwood</u> by Revenue
872	Wells Fargo	Check Deposit	13,18,24,30,38,78,81	Standard checks processed at ROC by <u>PennDot</u>
87H	Wells Fargo	Check Deposit	13,18,24,30,38,78,81	Non-standard checks processed at ROC by <u>PennDot</u>
294	Wells Fargo	ACH, Wires, Refunds	24	Loans
324	PNC	ACH, Wires, Refunds	14,18,35,38,78,79	Default electronic transfers PNC
324	PNC	ACH, Wires, Refunds	All	SAP Advancement Accounts
434	Other	ACH, Wires, Refunds	73	TAP Guaranteed
454	Other	ACH, Wires, Refunds	73	TAP Investment
874	Wells Fargo	ACH, Wires, Refunds	All	Default electronic transfers Wachovia
878	Wells Fargo	ACH, Wires, Refunds	65	Fund 168 (Gaming)
879	Wells Fargo	ACH, Wires, Refunds	12	Fund 064
944	Wells Fargo	ACH, Wires, Refunds	31	911
87P	Wells Fargo	EFT Revenue Tax Payments	18	Business Trust Fund Taxes
87N	Wells Fargo	EFT Request for Federal Funds	All	Federal Funds

Q. How do I set up a printer in SAP?

A. Enter SAP, Finance & Budget

- Tool bar
 - System
 - User Profile
 - Own Data
 - Defaults tab
 - Fill in printer name under Output Device

Q. How can I look up an RT/RE number the same day if I posted a without remittance document?

A. Enter SAP

- Y_DC1_32000179 (Data Browser)

Revenue Entry in SAP: Tips and Tricks

General Table Display

Number of Entries | | | | | | All Entries |

Table: ZFI_T_REF_ACCDOC | Posted Documents for SAP-RIS-RAS interfaces

Text table: | No texts

Layout: |

Maximum no. of hits: 500 | Maintain entries

Selection Criteria

Fld name	O.	Fr.Value	To value	More	Output	Technical name
Client						MANDT
SAP Acc.Document No.					<input checked="" type="checkbox"/>	ZSI_AR_BELNR
Line item					<input checked="" type="checkbox"/>	ZSI_AR_BUZEI
RE/RT/TV Document No					<input checked="" type="checkbox"/>	ZSIS_XBELNR
Document Date					<input checked="" type="checkbox"/>	ZSIS_BLDAT
Business Area					<input checked="" type="checkbox"/>	ZSIS_GSBER
SAP Payment Doc. No.					<input checked="" type="checkbox"/>	ZSIS_BELNR
Document Type					<input checked="" type="checkbox"/>	ZSIS_BLART
Fiscal Year					<input checked="" type="checkbox"/>	ZSI_GJAHR
Amount					<input checked="" type="checkbox"/>	ZSI_WRBTR
Trans. Currency					<input checked="" type="checkbox"/>	ZSI_TWAER
G/L					<input checked="" type="checkbox"/>	ZSI_HKONT
Cost Center					<input checked="" type="checkbox"/>	ZSI_KOSTL
Order					<input checked="" type="checkbox"/>	ZSI_AUFNR
Fund					<input checked="" type="checkbox"/>	ZSI_GEBER
WBS Element					<input checked="" type="checkbox"/>	ZSI_PROJK
Deliv. comp.					<input checked="" type="checkbox"/>	ZSI_PRNT
Cash J. Entry No					<input checked="" type="checkbox"/>	ZAS_BELNR
RAS Doc No (Non-SAP)					<input checked="" type="checkbox"/>	ZAS_XBLNR
Posting Date					<input checked="" type="checkbox"/>	ZAS_BLDAT
GA-Rev J.Entry No.					<input checked="" type="checkbox"/>	ZAS_BELNR_BC
Partial Pay ind					<input checked="" type="checkbox"/>	ZAS_PARPAY_IND
Entered on					<input checked="" type="checkbox"/>	CPUDT
Entered at					<input checked="" type="checkbox"/>	CPUTM
Commitment Item					<input checked="" type="checkbox"/>	ZSI_FIPOS
Funds Center					<input checked="" type="checkbox"/>	ZSI_FISTL
User name					<input checked="" type="checkbox"/>	USER_NAME

- Enter document number that was obtained from posting SV document in the column that says SAP Payment Doc. No.
- Click on the execute button.
- The RT number will appear.
- Files are sent to Treasury different times of the day so depending on when the document was posted will depend on when the number will be available to see. If posted after 4:00 the number will not be available until the next morning.

Revenue Entry in SAP: Tips and Tricks

ZFI_T_REF_ACCDOC: Display of Entries Found

Table to be searched: ZFI_T_REF_ACCDOC Posted Documents for SAP-RIS-RAS interfaces

Number of hits: 3

Runtime: 0 Maximum no. of hits: 500

Doc.no.	Itm	Doc.no.	Doc. Date	BusA	Doc.no.	Type	Year	Amount	TCurr	G/L	Cost Ctr	Order	Fund	W
	2	RT95457199	11/30/2015	19	1401275692	SQ	2015	40.00					9999999001	
	3	RT95457199	11/30/2015	19	1401275692	SQ	2015	992.00					9999999001	
	4	RT95457199	11/30/2015	19	1401275692	SQ	2015	2,250.00					9999999001	

Q. What are the different document types in SAP and what are their purposes?

A. See below:

DOC TYPE	DESCRIPTION	FUNCTIONAL TEAM(S)	PURPOSE OR TRIGGER	SAP TRANSACTION	DOC NUMBER RANGE
DOCUMENT TYPES IN PRODUCTION					
AA	Asset Posting	Fixed Assets	Any asset transaction with the exception of depreciation.	Many Fixed Assets transaction codes.	01
AB	Accounting Document	Various	SAP invoice documents posted via payroll system in SAP. For auditing of payments in payment program, the payroll system triggered invoices are required to be separated. Also reverses ZT documents. Also clearing documents for some OIM G/L accounts.	FBS1, FB08, auto program	01
AF	Depreciation Posting	Fixed Assets	Any asset depreciation transaction.	AFABN	03
AM	Adjustment Memo	Cash Management	Adjust previously posted revenue in SAP	FB50, FV50	00
AW	Adv Act Dec w/oRemit	FI / FM	Close an advancement account or decrease the authorized balance of an existing account using a Refund of Expenditures without Remittance	FB50 / FV50	60
AX	Adv Act Increase	FI / FM	Open a new advancement account or increase the authorized balance of an existing account	FB50 / FV50	60
AY	Adv Act Dec w/ Remit	FI / FM	Close an advancement account or decrease the authorized balance of an existing account using a Refund of Expenditures with Remittance	FB50 / FV50	60
AZ	Advancement Account Invoice Reversal	Accounts Payable	Reverse Document Type for ZA (Advancement Account)	FB08	17
BA	BAI File Replenishment	Cash Management	Cash replenishment to Advancement Account.	FB50	01
CC	Cash Clearing	Cash Management	Post cash clearings based on file received from Treasury	FB50	01
CD	Customer Clearing	Accounts Receivable	Clear open customer items	F.32	10
CK	Vendor Clearing	Grants; Procurement; Accounts Payable	Clear open vendor items	F.13, F-44, etc.	10
DA	Customer Document	Accounts Receivable	Accounts Receivable Customer adjustment document, includes transfer postings/clearing, reversal and write-off transactions.	FB08, FBRA, F-30, FF68, FZNB	16
DB	Cust Write Off Doc	Accounts Receivable	Manual Accounts Receivable write offs	FB05, FB08, FB75, FN8X	16
DC	GM Federal Billing	Grants	Resource Related Customer invoices posted in SAP for the Grants Federal Billing process.	custom transaction calling VF01	23

Revenue Entry in SAP: Tips and Tricks

DOC TYPE	DESCRIPTION	FUNCTIONAL TEAM(S)	PURPOSE OR TRIGGER	SAP TRANSACTION	DOC NUMBER RANGE
DF	FSP Customer Invoice	Accounts Receivable	Accounts Receivable Federal Surplus Property customer invoices which are not generated from SAP, but the receivable information is stored and managed in SAP.	FB70	18
DG	Customer Credit Memo	Accounts Receivable	Accounts Receivable Credit memos.	FB75	16
DI	Customer Lockbox Payment w/o Remit	Accounts Receivable	Accounts Receivable customer payments for the Insurance Lockbox processed by DOR. Interfaced to SAP on nightly basis	ZFLBMAIN	14
DJ	Trustee Loan Pay/Adj	Accounts Receivable	Accounts Receivable customer payments for Loans from a Trustee.	FF68, FZNB	13
DK	Loan Disbursement	Accounts Receivable	Disbursement for Loans Management	FNVD	19
DL	Lockbox GL Posting	Accounts Receivable	Accounts Receivable customer payments for Insurance Lockbox. When the Lockbox file is posted to SAP, the initial posting (entire deposit amount) is posted to the Bank G/L account and a Lockbox clearing account. This transaction is followed by a second interface transaction using document type DI.	ZFLBMAIN	01
DN	Adj Doc for NSF Checks	Accounts Receivable	Accounts Receivable customer payment NSF Adjustment document bank statement reconciliation in revenue.	FB50	01
DP	Federal Highway Administration (FHWA) Billing	Project Systems	Accounts Receivable customer invoice for USDOT FHWA billing twice each week for the federal share of highway project expenditures.	FB70	18
DQ	Federal Highway Administration (FHWA) Credit Memo	Accounts Receivable	Accounts Receivable Credit memos posted in SAP, for PennDOT FHWA billing only.	FB75	16
DR	Customer Invoice	Accounts Receivable	Accounts Receivable - Invoices produced and printed in SAP.	FB70	18
DS	Customer Payment to create Refund of Expenditures	Accounts Receivable	Accounts Receivable Customer Refund of Expenditures. Deposit Transit Slip generated to send remittance to DOR for deposit.	F-26, F-28	10
DT	Transfer Voucher Payment	Accounts Receivable	Accounts Receivable customer payments where a Revenue Transmittal is not to be generated (Transfer Voucher payments or where an RT was produced outside of SAP).	F-30	14
DW	Customer Payment w/o Remit	Accounts Receivable	Accounts Receivable customer payments deposited electronically.	F-26, F-28	14
DX	External Created Invoice	Accounts Receivable	Accounts Receivable customer invoices that are generated /printed external to SAP	FB70	18
DY	Loan Customer Inv	Accounts Receivable	Accounts Receivable customer invoice for loans management related	FNM1	18
DZ	Customer Payment w/ Remit	Accounts Receivable	Accounts Receivable customer payments received. Deposit Transit Slip generated to send remittance to DOR for deposit.	F-26, F-28	14
EA	Expense Adjustment	General Ledger	Used to transfer expenses between BAs and/or Funds and/or expense commitment items. Documents are sent to Treasury only if the first seven positions of the Fund are different.	FB50, FV50	78
EB	Exp Adj - Work Comp	Payroll	Used to reclass Work Comp (Act 534 and Heart & Lung) expenses from a general restricted receipt account back to the employees' agency. Documents are sent to Treasury only if the first seven positions of the Fund are different.	FB50, FV50	78
GD	GM Delay of Draw	Grants	Created from nightly job run for program ZF_OTHE_GM_EXP_TRNS_TO_GMIA which creates GD documents for invoices and VT doc types posted to federal funds. Doc type used for posting directly to a grant for federal billing.	FB50	23
GL	GM LPO-Delay of Draw	Grants	Created from nightly job run for program ZF_OTHE_GM_EXP_TRNS_TO_GMIA which creates GL documents for ZO doc types posted to federal funds to create entry on GMIA. Doc type used for posting directly to a grant for federal billing.	FB50	23
GN	GM No Delay of Draw	Grants	Created from nightly job run for program ZF_OTHE_GM_EXP_TRNS_TO_GMIA which creates GN documents for FI adjustment doc types and cost allocations posted to federal funds to show on GMIA. Doc type used for posting directly to a grant for federal billing.	FB50	23

Revenue Entry in SAP: Tips and Tricks

DOC TYPE	DESCRIPTION	FUNCTIONAL TEAM(S)	PURPOSE OR TRIGGER	SAP TRANSACTION	DOC NUMBER RANGE
GR	GM Refunds-No Delay	Grants	Created from nightly job run for program ZF_OTHE_GM_EXP_TRNS_TO_GMIA which creates GR documents for refund doc types posted to federal funds to show on GMIA. Doc type used for posting directly to a grant for federal billing.	FB50	23
GT	Statutory Transfer	General Ledger	Separate document type used for Statutory Transfers which require the Governor's designee's signature and a separate transaction code for Treasury.	FB50, FV50	09
KA	Vendor Invoice Reversal	Accounts Payable	Reverse Document Type for Accounts Payable (Reverse KR)	FB08	17
KC	Vendor Incoming Payment	Cash Management	Posts Cash-in-transit for doc type KS or KW.	F-52	10
KD	Vendor Invoice - Decentralized	Accounts Payable	Non-PO invoice entered directly into SAP by the Agency	FB60	19
KG	Vendor Credit Memo	Accounts Payable	Used to record credit received from vendors to be applied against an existing unpaid or future vendor invoices.	FB65	17
KH	Vendor Credit Interface	Grants	Used to record credit offset entry for subrecipient payments posted by Interface or Conversion program where amount is a negative amount (a credit or refund). This FB65 transaction mirrors the FB60 payment transaction made using doc type ZN and is only used to execute F-44 clearing transaction.	FB65	17
KJ	Vendor Credit Offset	Grants	Used to record credit offset entry for subrecipient payments posted by Interface or Conversion program where actual payment was a positive amount. This FB65 transaction mirrors the FB60 payment transaction made using doc type ZD and is only used to execute F-44 clearing transaction.	FB65	17
KP	Account Maintenance	Procurement	Used to clear vendor account discrepancies due differences between Goods Receipt and Invoice Receipt.	MR11	48
KR	Vendor Invoice	Accounts Payable	Non-PO invoice entered directly into SAP.	FB60, FBR2	19
KS	Vend Refund w Remit	Cash Management	Vendor Refund of Expenditures. Deposit Transit Slip generated to send remittance to DOR for deposit	Auto program, FB65, FV65	10
KT	Interagency Accounts Payable Adjustment	Accounts Receivable	System generated transaction to clear accounts payable document type RN for Correctional Industries Billings to other agencies. Effective 7/1/07 Plant Maint will also use KT to clear Print Shop inventory orders.	F.51	31
KU	Utility Invoices	Accounts Payable	Non-PO utility invoices entered via FB60, Web DynPro, and INTF_0492	FB60	19
KW	Vendor Refund wo Remit	Cash Management	Vendor Refund of Expenditures deposited electronically.	FB65, FV65	10
KZ	Vendor Advancement Account Payment	Accounts Payable	Vendor Payment documents for post with advancement account payments	F-58	15
LB	PCard Interface	Cost Allocation	Automated transaction to distribute Purchasing Card amounts billed to the correct agency and funding source. To be put in effect 3/1/2003 in conjunction with new PNC file process.	FB50	37
LT	Travel Card Interface	Travel	Automated transaction to distribute Travel Card amounts billed to the correct agency and funding source. To be put in effect 2/11/2004 in conjunction with new Travel interface.	FB50	30
OT	NonSAP BA TV Other	FI / FM	SAP posting for non-Payroll transfers debiting expense in a non-SAP business area and crediting revenue in any business area GL Journal file: Reference = Batch ID; Document Date = Effective Date; Header text = Transfer Description	FB50	32
PR	Price Change	Procurement	Used to revalue finished inventory, equipment or supplies to current value.	MR21	48
PS	Project Settlement	Commonwealth-wide & Project Systems	Provide project settlements with their own unique number range for postings to avoid contention with other processes	FB50, AUAK, CJ8G, CJ88	11
PT	NonSAP BA TV Payroll	FI / FM	SAP posting for Payroll transfers debiting expense in a non-SAP business area and crediting revenue in any business area GL Journal file: Reference = Batch ID; Document Date = Effective Date; Header text = Transfer Description	FB50	32
PZ	Vendor Payment Reversal	Accounts Payable	Reversal document type for ZP.	FBRA	17
RE	Invoice - Gross	Procurement	Used to record invoices based on Purchase orders. Invoicing Plan invoices.	MRIS	51
RN	Invoice - Net	Procurement	Used to record invoices based on Purchase Orders. Also used to record Purchase Order refunds with and without remittance. RN docs with Bank Code 874 sent to Treasury.	MIRO, MRRL	51

Revenue Entry in SAP: Tips and Tricks

DOC TYPE	DESCRIPTION	FUNCTIONAL TEAM(S)	PURPOSE OR TRIGGER	SAP TRANSACTION	DOC NUMBER RANGE
SA	G/L Account Document	Various	This is default doc type for FB50 screen. Used for BAI file upload and for many other purposes.	FB50	01
SB	G/L Account Posting	Commonwealth-wide & Grants	Used for journal entries prepared to accrue revenues and expenditures by fund type throughout the year.	FB50	12
SC	WBS Element to Internal Order Posting	Commonwealth-wide & Project Systems	Used for journal entries to post Project Systems WBS Element expenditures and adjustments to Internal Orders to capture appropriate federal, state and local shares.	FB50	17
SD	SAP/TABS Reconciliation Entry	General Ledger	Used for journal entries made to correct SAP errors found during the SAP Fund reconciliation when no other entry is appropriate. Reference document is the document number originally sent to Treasury. This doc type also bypasses the Ledger 4, 5, 6 substitution rule that puts 00 in positions 6-7 of the Fund.	FB50	30
SE	Payroll Expense Adjustment (in SAP only)	General Ledger	Transfer payroll expenses from between SAP Funds to agree with either a Treasury only EA or a phone call to Treasury to change the Fund on payroll DSNs (documents) they are unable to process due to an invalid Fund or a Fund without sufficient funds. Reference document is either the paper EA document or the Merge Run ID related to the original ZX document.	FB50	30
SF	Fed Rev Dep wo Remit	Cash Management	Federal Revenue posting generated by GM billing process for electronic deposits.	FB50	14
SG	NonSAP Adj Memo	Cash Management	Agency interface for Adjustment Memos.	FB50	07
SH	Year-End Advancement Account Posting	Cash Management	Roll advancement account authorized balances to the new year appropriation at fiscal year end	FB50	60
SI	LEG Revenue Document	Cash Management	Debit Memo posted in SAP from Treasury GL_Posted interface	FB50	07
SJ	NonSAP RevDep w Rem	Cash Management	Agency interface for Revenue with remittance. Agency Deposit Transit Slip used to send remit to DOR for deposit.	FB50	07
SK	NonSAP RevDep wo Rem	Cash Management	Agency interface for Revenue deposited electronically.	FB50	07
SN	NonSAP Ref wo Remit	Cash Management	Agency interface for Refund of Expenditures deposited electronically.	FB50	08
SP	SAP TV Credit Revenue	General Ledger	Post inter- and intra- agency transfers crediting a Revenue commitment item.	FB50	09
SS	NonSAP Ref w Remit	Cash Management	Agency interface for Refund of Expenditures with remittance Agency generated Deposit Transit Slip used to send remit to DOR for deposit.	FB50	08
SU	Adjustment Document	Various	Post adjustments when no file for Treasury is required.	FB50	01
SV	Rev Deposit wo Remit	Cash Management	Non-Accounts Receivable Revenue for electronic deposits or cash deposits to local Treasury bank acct.	FB50, FV50	14
SW	Revenue Reversal	Cash Management	Reverse electronic revenue posted directly in SAP and post debits to revenue.	FB08, FB50	08
SZ	NonSAP Rfd w Remit	Cash Management	Used by out of scope agencies to post Refund of Expenditures with remittance in SAP.	FB50	08
VN	NonSAP VT SAP Only	FI / FM	SAP summary posting for Voucher from non-SAP system from which a detailed Payment Request file is sent to Treasury from the non-SAP system. FI document Reference is populated with 14-digit Batch ID number from payment request file. No file is sent to Treasury from SAP.	FV50 / FB50	33
VR	NonSAP VT SAP&Treas	FI / FM	SAP summary posting for Voucher from non-SAP system from which a detailed Payment Request file is not sent to Treasury from the non-SAP system. FI document Reference is populated with 14-digit number from non-SAP system. GL Journal file is sent to Treasury from SAP to post the expenditures in PeopleSoft and authorize the payment. Reference = Batch ID; Document Date = Effective Date; Header text = Transfer Description	FV50 / FB50	32
WA	Goods Issue	Procurement	Used for distribution of materials from one agency to another or transfer of materials within an agency. Documents are sent to Treasury only if the first seven positions of the Fund are different and there is no revenue commitment item on the document.	MIGO, MB1A, MB1B, MB1C	49
WE	Goods Receipt	Procurement	Used to record receipt of goods or services	MIGO (Goods), ML81 (Services)	50

Revenue Entry in SAP: Tips and Tricks

DOC TYPE	DESCRIPTION	FUNCTIONAL TEAM(S)	PURPOSE OR TRIGGER	SAP TRANSACTION	DOC NUMBER RANGE
WF	Production Order Costing	Plant Maintenance	Used for recording consumption of materials in the Sign Shop production orders. Used for recording inventory produced in the Sign Shop production order. Also, used in the settlement process for sign shop production. Documents are sent to Treasury only if the first seven positions of the Fund are different.	CO12, CO13, CO88, KO88	49
WI	Inventory Document	Procurement	Adjustment of inventory differences.	MI07	49
WZ	PCI Commissary Goods Issue	Procurement	Records goods issued to prisoners	MB1A	55
ZA	Advancement Account Invoice	Accounts Payable	Non-PO Invoice for Advancement Accounts. For separating security by document types, reporting and auditing.	FB60	21
ZB	Payroll Accrual	Commonwealth-wide & Payroll / Travel	Used to post payroll expense accruals automatically in FI through accrual program. For GAAP purposes.	FB50	12
ZC	Upload of CU Info	Commonwealth-wide	Used for year-end upload and reversal of component unit financial information into SAP to properly report in the Commonwealth's CAFR.	FB50	01
ZD	Vendor Adjustment Invoice	Accounts Payable	Used to record debit offset entry for subrecipient payments posted by Interface or Conversion program where payment is a positive amount. This FB60 transaction mirrors the FB65 payment transaction made using doc type KJ and is only used to execute F-44 clearing transaction.	FB60	17
ZE	Employee Travel Vendor Invoice	Accounts Payable & Payroll / Travel	HR / Travel Invoice postings to pay vendor.	auto program in payroll	27
ZF	Non-SAP Advance Account Replenishment	General Ledger	Unique document type used to accumulate amounts to replenish non-SAP Advancement Accounts.	FB50	88
ZG	GAAP Accrual	Commonwealth-wide	Used for year-end journal entries to accrue revenues and expenditures by fund type for the Commonwealth's GAAP conversion.	FB50	12
ZH	GAAP Reclass	Commonwealth-wide	Used for year-end journal entries to reclassify GL account balances within a CoPA fund to properly report the account balances on the Commonwealth's CAFR.	FB50	01
ZI	Vendor Invoice Interface	Accounts Payable	SAP invoice documents posted via an external interface. For auditing of payments in payment program the interface	IDOC interface	22
ZJ	GAAP Reversal	Commonwealth-wide	Used for beginning of year mass reversal of accrual and deferral journal entries upon carryforward of GL balances to new fiscal year.	F.80	01
ZK	Vendor Payment Advancement Account Reversal	Accounts Payable	Reversal document type for KZ (Advancement Account Payment).	FBRA, FCH8	17
ZL	FI-CO Reconciliation Ledger Transaction	Cost Allocation & Commonwealth Wide	To identify all reconciliation ledger transactions, which will aid in error correction.	KALC	01
ZN	Vendor Invoice Offset	Grants	Used to record debit offset entry for subrecipient payments posted by Interface or Conversion program where amount is a negative amount (a credit or refund). This FB60 transaction mirrors the FB65 payment transaction made using doc type KH and is only used to execute F-44 clearing transaction.	FB60	17
ZO	Payroll Default Cost Center Correction & Leave Payout EA	Payroll	Used for journal entries that will manually correct payroll posting made to the payroll default cost center and fund. These corrections will be an expense to expense posting. Documents are sent to Treasury only if the first seven positions of the Fund are different.	FB50	78
ZP	Payment Posting	Accounts Payable	Vendor Payment documents for posting using automated payment program.	F110	20
ZR	Commitment Posting to FI	Commonwealth-wide	Program to post FM Commitments to FI at month-end for financial statements generated from SPL. Commitments in FI are adjusted for expenditure recognition differences between FM and FI with this program.	FB50	01
ZT	Non-SAP Agency	General Ledger	Treasury interfaces to record payments for out-of-scope agencies	FB50, BAPI interface	02
ZV	Trustee Payment	Loans	Trustee Payment documents for posting using automated payment program	F110	20
ZW	PR Posting 3rd Party	AP / Payroll	3rd Party Liability Payments.	Payroll posting - PC00_M10_CALC	24
ZX	Payroll Posting	Payroll	This entry is to record payroll expenses and payroll liabilities as a result of the payroll run. For example: Salaries, Medicare, Social Security, etc.	Payroll posting - PC00_M10_CALC	25

Revenue Entry in SAP: Tips and Tricks

DOC TYPE	DESCRIPTION	FUNCTIONAL TEAM(S)	PURPOSE OR TRIGGER	SAP TRANSACTION	DOC NUMBER RANGE
ZW	PR Posting 3rd Party	AP / Payroll	3rd Party Liability Payments.	Payroll posting - PC00_M10_CALC	24
ZX	Payroll Posting	Payroll	This entry is to record payroll expenses and payroll liabilities as a result of the payroll run. For example: Salaries, Medicare, Social Security, etc.	Payroll posting - PC00_M10_CALC	25
ZY	Payroll Cash Clearing	Bank Clearing	The Payroll Posting (ZX) does not post directly to the cash account, instead, a payroll cash clearing account is used. This entry (ZY) is to clear the payroll cash clearing account and post to the cash account.	ZF_PAYROLL_BANK_CLEARING	26