

Creating a DR and YG Document



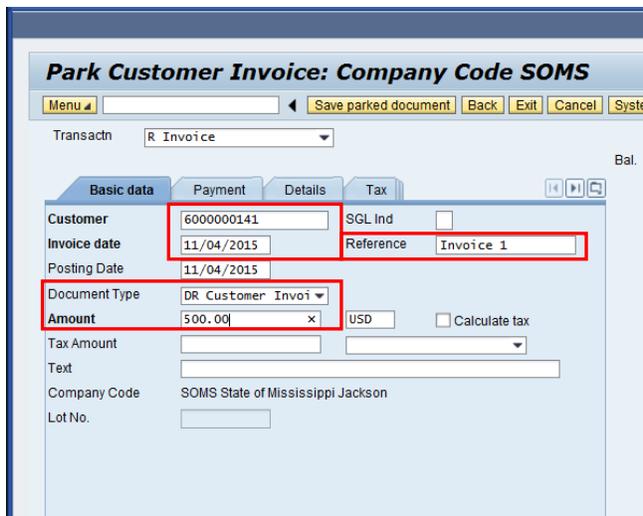
The following steps are required in order to post a YG document to record grant revenue.

I. Creating a **DR Customer Invoice** document

- 1) Enter T-Code: **FV70**



- 2) Enter **Customer** number
 - i. This will be your Sponsor on the Grant Master Data (T-Code: GMGRANTD)
- 3) Enter **Invoice Date**
- 4) Enter **Reference**
 - i. This is a unique way for the agency to identify the invoice
- 5) Select Document Type of **DR Customer Invoice**
- 6) Enter **Amount**



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- Go to the **Details** tab and input same as what you entered on the reference field into the **Assign.** Field

Park Customer Invoice: Company Code SOMS

Transact: R Invoice

Menu | Save parked document | Back | Exit | Cancel

Basic data | Payment | **Details** | Tax

G/L: 13000000 Due from Fed Govt

Assign. Invoice 1

HeaderText: []

Bus. Area: [] Tr. part.BA: []

Contract: [] Flow Type: []

Fund: [] BP [] Grant [] CreditArea: SOMS

Func. Area: [] Earmd Fnds: [] Complt: []

- G/L Acct** – Input revenue account
- Input Amount under the **Amount in doc. curr.** column
- Input internal order number under the **Order** column and hit enter key after you have recorded all your revenue lines.

0 Items (No entry variant selected)

| St... | G/L acct | D/C | Amount in doc.curr. | Text | Lo... | Co... | Busi... | Part... | Cost center | Order |
|-------|----------|----------|---------------------|------|-------|-------|---------|---------|-------------|------------|
| | 42100000 | H Credit | 500.00 | | | SOMS | | | | 3000000680 |
| | | H Credit | | | | SOMS | | | | |
| | | H Credit | | | | SOMS | | | | |
| | | H Credit | | | | SOMS | | | | |
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| | | H Credit | | | | SOMS | | | | |
| | | H Credit | | | | SOMS | | | | |
| | | H Credit | | | | SOMS | | | | |

- Make sure document balance and icon is green and select the **Save as completed** button

Bal. 0.00

Save as completed

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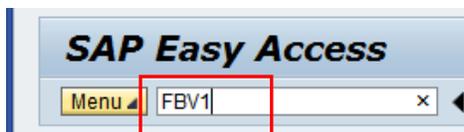
- 12) After you save the document as complete, you should receive a document number and the document should be available for workflow. Please write document number down because you will need to reference number when creating your YG documents.



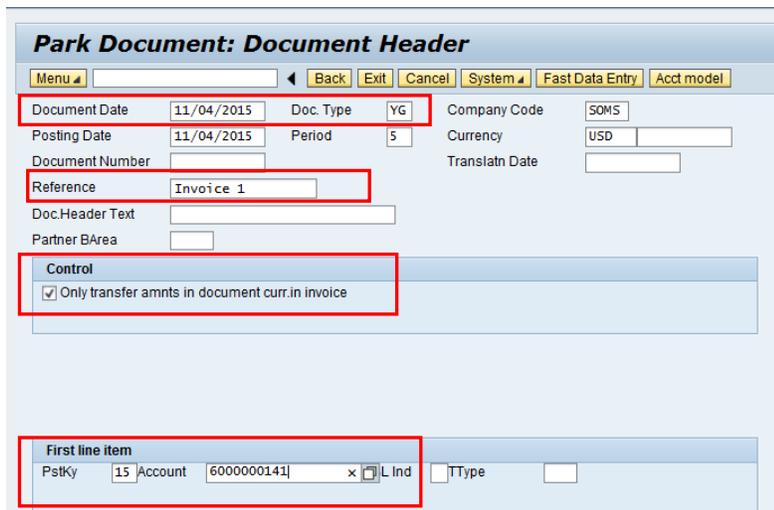
- 13) After this document has posted follow the next steps to post the **YG** document.

II. Creating a **YG Grant Receivable with Customer** document

- 1) Enter T-Code: **FBV1**



- 2) Enter **Document Date**
- 3) Select **Doc. Type: YG**
- 4) Enter **Reference**
 - i. Suggest using the same as what's on the invoice document.
- 5) Under **Control** leave box checked
- 6) Under **First line item** input
 - i. **PstKy: 15 Incoming Payment**
 - ii. **Account:** Customer Number



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- 7) Hit enter and input the **Amount**
- 8) Input the customer invoice document number on the **Invoice ref.** field
- 9) Under the **Next line item** input
 - i. **PstKy: 40 Debit Entry**
 - ii. **Account: Cash G/L Acct**

Park Document: Enter Customer Item

Menu Save Back Exit Cancel System Overview Previous item Next item

Customer 6000000141 Department of Education G/L Acc 13000000
Company Code 50MS 210 E. Capitol Street
State of Mississippi Jackson

Item 1 - Incoming payment - 15

Amount 500.00 USD
 Calculate tax

Contract Flow Type
Bus. Area
Bline Date 11/04/2015 Disc. Amount
Invoice ref. 1800001599 / /
Pmnt Block Pmt Method
Assignment
Text Long Texts

Next line item

PstKy 40 Account 10060000 x L ind New co. code

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- 10) Hit enter and you will receive a message at the bottom that says **“Data was Copied”**
- 11) Hit enter key again and input a **“*”** or fill in the dollar value in the **amount field** and hit enter key

Park Document: Enter G/L Account Item

Menu | Save | Back | Exit | Cancel | System | Overview | Previous item | Next item

G/L Account: 10060000 Cash - Direct Postings
Company Code: SOM5 State of Mississippi

Item 2 / Debit entry / 40

Amount: * | USD

Calculate tax
 W/o Cash Dscnt

Fund: BP

Functional Area: Grant

Funds Center: Funded Program

Earmarked Funds: Commitment Item

Value Date: 11/04/2015 Due On: More

Assignment: Long Texts

Text: Long Texts

Next Line Item

PostKey Account SGL Ind New Co.Code

Park Document: Change G/L Account Item

Menu | Save | Back | Exit | Cancel | System | Overview | Previous item | Next

G/L Account: 10060000 Cash - Direct Postings
Company Code: SOM5 State of Mississippi

Item 2 / Debit entry / 40

Amount: 500.00 | USD

Calculate tax
 W/o Cash Dscnt

Fund: BP

Functional Area: Grant

Funds Center: Funded Program: NRFP

Earmarked Funds: Commitment Item: 10060000

Value Date: 11/04/2015 Due On: More

Assignment: Long Texts

Text: Long Texts

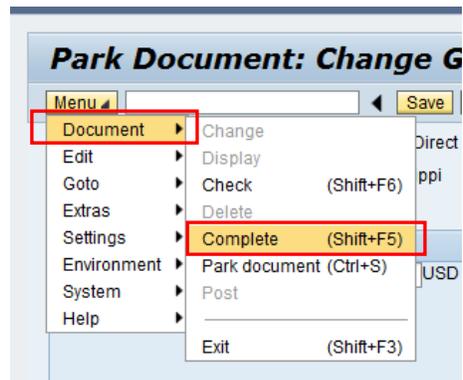
Next Line Item

PostKey Account SGL Ind New Co.Code

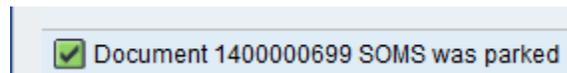
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12) Go to **Menu** then **Document** and select **Complete**



13) After you select complete, you should receive a document number and the document should be available for workflow.



14) Please provide both the DR and YG document to Treasury.