

FBL3N - G/L Account Line Items

Tasks to be completed when documenting an SAP Transaction, Report or Message code.

1. Title of the page = SAP Transaction code, SAP Report or SAP Message


2. Add the following Labels, respectively:

- SAP Transaction => "sap_transaction", Transaction code "xxxx"
- SAP Report => "sap_report"
- SAP Message => "sap_msg"

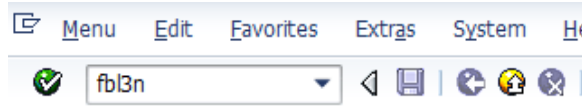
3. On the left section, describe the steps. On the right section, insert respective print screens and additional guidelines, if needed (e.g. Main selections of the transaction...)

STEP 1

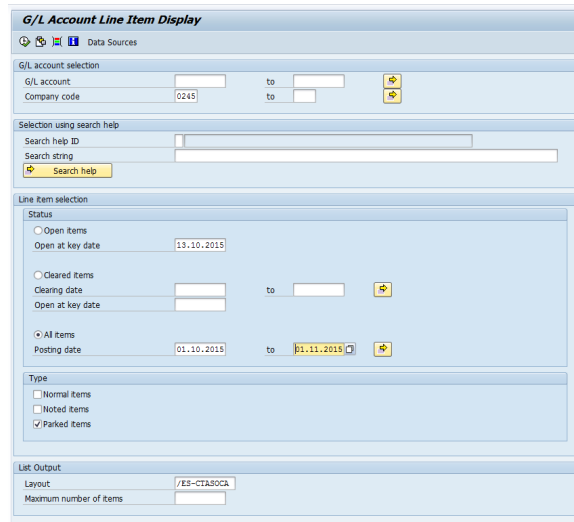
Use transaction code:

 FBL3N - G/L Account Line Items: Initial Screen

Enter the transaction in the SAP command field:




Next screen opens:



STEP 2


Fill in the transaction fields

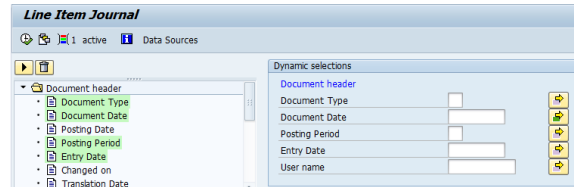
The different field must/can be completed: **(I add this phrase, please confirm)** ❌

Company code	
G/L account selection	Select the accounts at multiple selection for G/L account  , choose "All items" with the posting date and press <execute>.
Select all items:	From 1 st day of current month or last month not yet closed, to 1 st day of the next month. <u>(from the Parked document process) (is it applicable to all cases?)</u> ❌
Posting date	

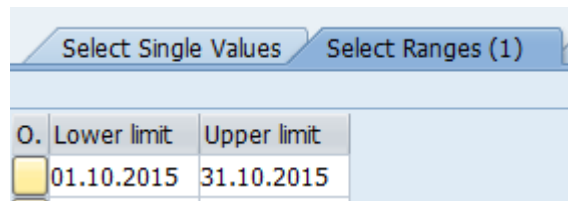
Flag <input type="checkbox"/> Normal items	If you (...) (complete) ❌
Flag <input checked="" type="checkbox"/> Parked items	You get all documents parked for the specific period of time that we put in the range before. (confirm) ❌

(does this make sense? it is from the Parked document process) ❌

Click on  and the next screen show up:




Edit the "document date" from the 1st day of current month or last month not yet closed, to the last day of the same month.



STEP 3

Get all parked documents

Confirm .

Run the transaction by clicking  or do F8.

All the documents will be posted in the "document date" (in this example October).



In the case of parked documents

If some documents are not complete or correct you need to inform the local. **(from the Parked document process) (is it applicable to all cases?)** ❌

Account	Period	Start	End	Document	Item	Type	Account	Debit	Credit	Client	Cost	Posting Date	Debit	Credit	Posting Date	Posting Date	Posting Date
4410000000	10.10.2015	10.10.2015	10.10.2015	1000	10	10	1000000000	1.000,00		1000		10.10.2015	1.000,00		10.10.2015	10.10.2015	10.10.2015
4410000000	10.10.2015	10.10.2015	10.10.2015	1000	10	10	1000000000		1.000,00	1000		10.10.2015		1.000,00	10.10.2015	10.10.2015	10.10.2015
								1.000,00					1.000,00				