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"

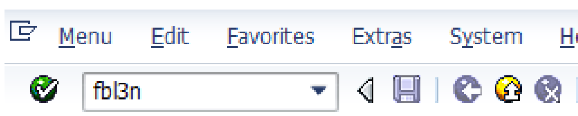
3. On the left section, describe the steps. On the right section, insert respective print screens and additional guidelines, if needed (e.g. Main selections of the transaction...)

STEP 1

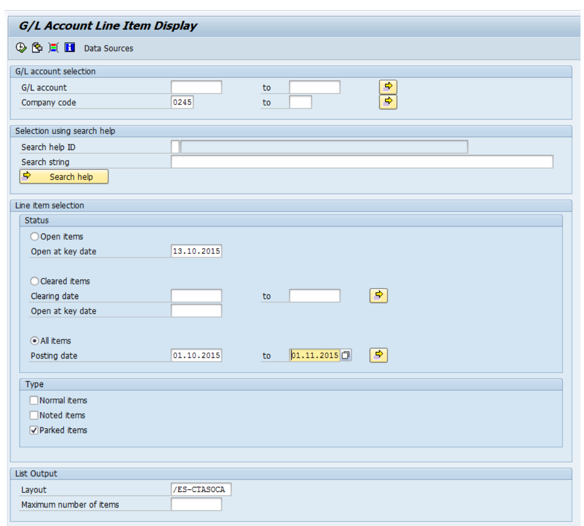
Use transaction code:

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

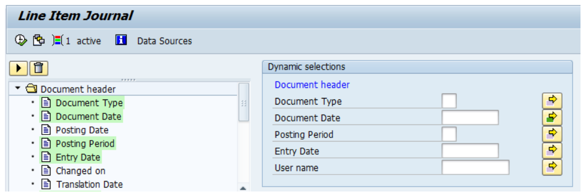
The different field must/can be completed: **(I add this phrase, please confirm)**

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: **Posting date**	From 1st day of current month or last month not yet closed, to 1st day of the next month. **(from the Parked document process) (is it applicable to all cases?)**

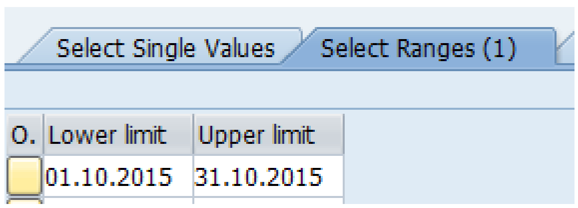
Flag ☐ Normal items	If you (...) **(complete)**
Flag ☑ Parked items	You get all documents parked for the specific period of time that we put in the range before. **(confirm)**

(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

> **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?)**

Confirm  .

Run the transaction by clicking  or do F8.

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