

FBL3N - G/L Account Line Items

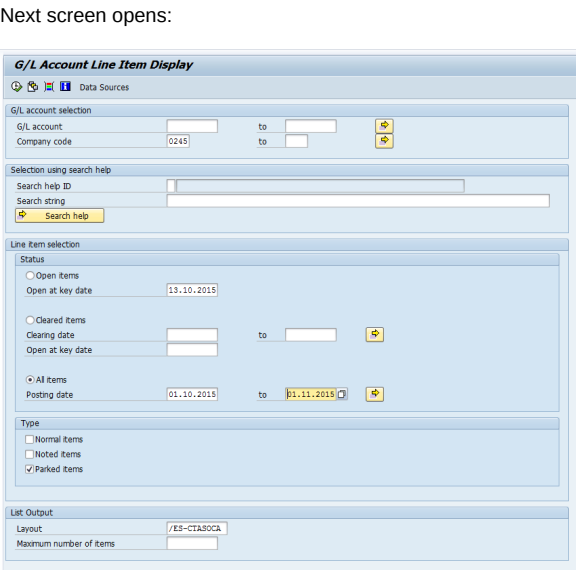
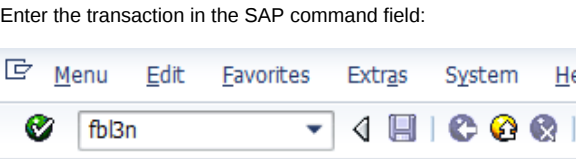
Tasks to be completed when documenting an SAP Transaction, Report or Message code.

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



STEP 2

Fill in the transaction fields

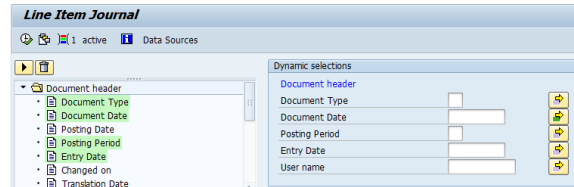
The different field must/can be completed: (I add this phrase, please confirm) ❌

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)</u> <u>(is it applicable to all cases?)</u> ❌
Posting date	

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) ❌

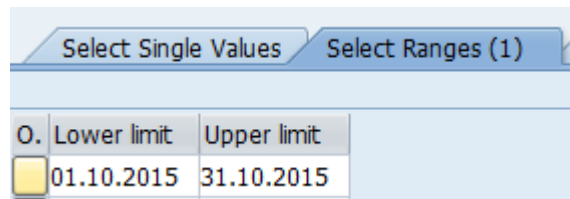
(does this make sense? it is from the [Parked document process](#)) ❌

Click on  and the next screen show up:



The screenshot shows the 'Line Item Journal' interface. On the left, under 'Document header', fields like Document Type, Document Date, Posting Date, Posting Period, Entry Date, Changed on, and Translation Date are listed. On the right, 'Dynamic selections' shows fields for Document header, Document Type, Document Date, Posting Period, Entry Date, and User name, each with a corresponding input field and a plus icon.

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.



The dialog box has two tabs: 'Select Single Values' and 'Select Ranges (1)'. Under 'Select Ranges (1)', there are two input fields: 'O. Lower limit' with the value '01.10.2015' and 'Upper limit' with the value '31.10.2015'.

STEP 3

Get all parked documents

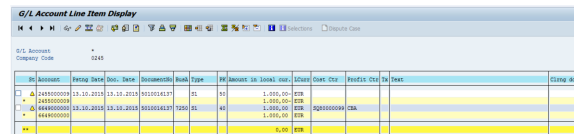
Confirm .

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?)** ❌



Doc	Account	Period	Doc. Date	Document Date	Doc. Type	Doc. Amount	Doc. Date	Doc. Type	Doc. Amount	Doc. Date	Doc. Type	Doc. Amount
1	4410000000	01.10.2015	01.10.2015	01.10.2015	10	1.000,00	01.10.2015	10	1.000,00	01.10.2015	10	1.000,00
2	4410000000	01.10.2015	01.10.2015	01.10.2015	10	1.000,00	01.10.2015	10	1.000,00	01.10.2015	10	1.000,00
3	4410000000	01.10.2015	01.10.2015	01.10.2015	10	1.000,00	01.10.2015	10	1.000,00	01.10.2015	10	1.000,00
4	4410000000	01.10.2015	01.10.2015	01.10.2015	10	1.000,00	01.10.2015	10	1.000,00	01.10.2015	10	1.000,00
5	4410000000	01.10.2015	01.10.2015	01.10.2015	10	1.000,00	01.10.2015	10	1.000,00	01.10.2015	10	1.000,00
6	4410000000	01.10.2015	01.10.2015	01.10.2015	10	1.000,00	01.10.2015	10	1.000,00	01.10.2015	10	1.000,00