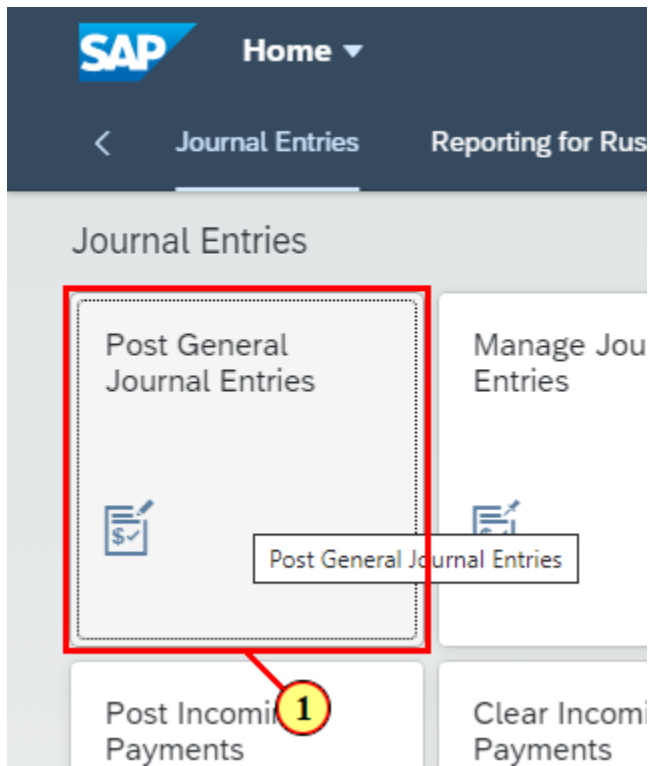


RTR-002 Post General Journal Entries (2)

Field Name	Value	Description
Company Code	Ca03	
Transaction Currency	Ca	
Header Text	Training Trf of Exp	
Company Code	Ca	
G/L Account	600000	
Debit	50,00	
Cost Center	ca03-402	
Tax Code	10	
G/L Account	600003	
Credit	50,00	
Cost Center		
Tax Code	10	
View	My Cost Center View	

Task Description

Step 1: Home - Profile 1



(1) Click **Post General Journal Entries**



Step 2: Post General Journal Entries – Profile 1

The screenshot shows the SAP 'Post General Journal Entries' form. The 'Journal Entry Date' field contains the placeholder 'dd.MM.yyyy' and is highlighted with a red box. A calendar icon is next to it. The 'Posting Date' field contains '04.05.2023' and also has a calendar icon. A yellow circle with the number '1' points to the calendar icon for the posting date. A tooltip 'Open Picker' is visible over the posting date calendar icon. Other fields include 'Company Code', 'Transaction Currency', and 'Ledger Group'.

(1) Select today's date .

Step 3: Post General Journal Entries – Profile 1

The screenshot shows the same SAP 'Post General Journal Entries' form, but with a calendar picker open for the 'Posting Date' field. The calendar displays the month of May 2023. The date '4' is highlighted with a red box, and a yellow circle with the number '1' points to it. The 'Journal Entry Date' field still shows the placeholder 'dd.MM.yyyy'.

(1) Click .

Step 4: Post General Journal Entries – Profile 1

The screenshot shows the SAP 'Post General Journal Entries' form. The 'Journal Entry Date' is 04.05.2023, 'Posting Date' is 04.05.2023, and 'Journal Entry Type' is SA. The 'Company Code' field is filled with 'Ca03' and is highlighted with a red box and a yellow circle with the number 1. Other fields like 'Transaction Currency' and 'Ledger Group' are empty.

(1) The **Company Code** field is filled out.

Step 5: Post General Journal Entries – Profile 1

The screenshot shows the SAP 'Post General Journal Entries' form with a dropdown menu open for the 'Company Code' field. The dropdown shows 'CA03' and 'Co of Canada', with 'Co of Canada' highlighted by a red box and a yellow circle with the number 1. Other fields like 'Journal Entry Date', 'Posting Date', and 'Journal Entry Type' are filled out.

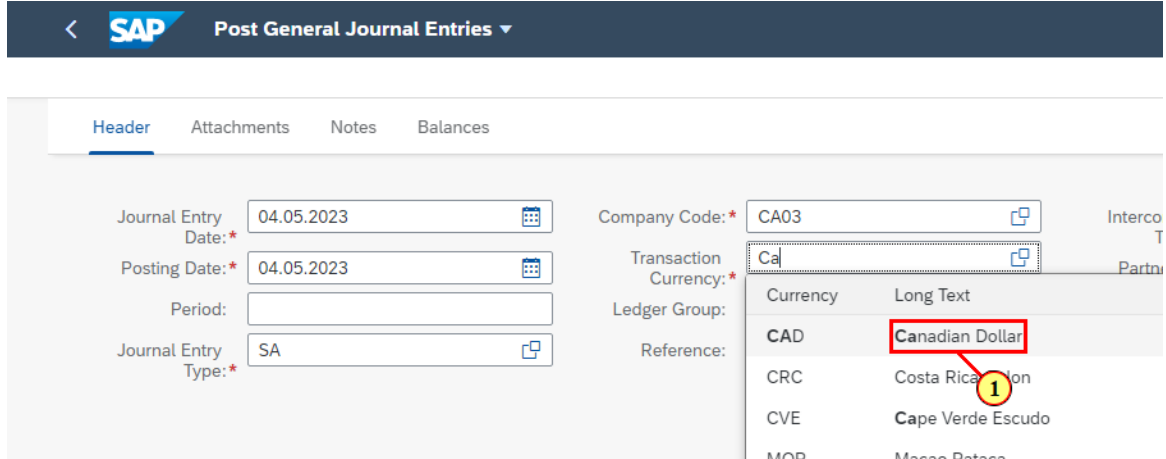
(1) Click **The Clorox Co of Canada**.

Step 6: Post General Journal Entries – Profile 1

The screenshot shows the SAP 'Post General Journal Entries' form. The 'Transaction Currency' field is filled with 'Ca' and is highlighted with a red box and a yellow circle with the number 1. Other fields like 'Journal Entry Date', 'Posting Date', and 'Journal Entry Type' are filled out.

(1) The **Transaction Currency** field is filled out.

Step 7: Post General Journal Entries – Profile 1

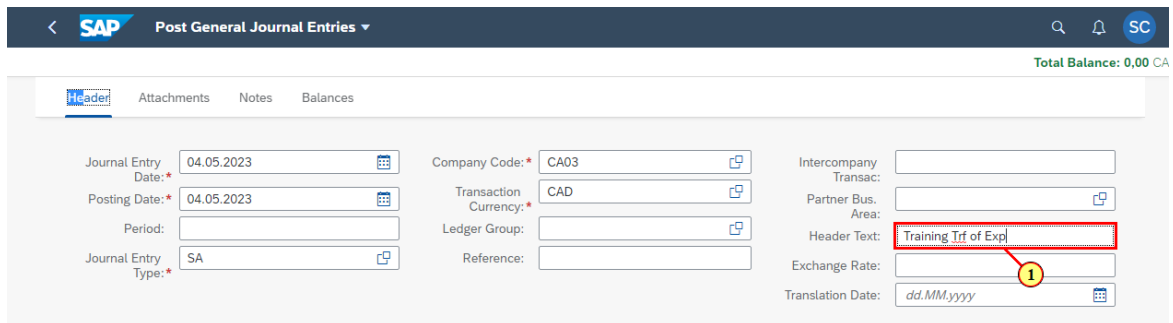


The screenshot shows the SAP 'Post General Journal Entries' form. The 'Journal Entry Date' and 'Posting Date' are both set to 04.05.2023. The 'Company Code' is CA03. The 'Transaction Currency' dropdown is open, showing a list of currencies. The 'CAD' option is highlighted with a red box and a yellow circle with the number '1' next to it. The 'Header Text' field is empty.

Currency	Long Text
CAD	Canadian Dollar
CRC	Costa Rican Colon
CVE	Cape Verde Escudo
MOP	Macao Pataca

(1) Click **Canadian Dollar**.

Step 8: Post General Journal Entries – Profile 1



The screenshot shows the SAP 'Post General Journal Entries' form with the 'Header Text' field filled out with 'Training Trf of Exp'. The 'Total Balance' is 0,00 CA. The 'Exchange Rate' field is empty and highlighted with a red box and a yellow circle with the number '1' next to it.

Field	Value
Journal Entry Date	04.05.2023
Posting Date	04.05.2023
Company Code	CA03
Transaction Currency	CAD
Header Text	Training Trf of Exp
Exchange Rate	

(1) The **Header Text** field is filled out.

Step 9: Post General Journal Entries – Profile

The screenshot shows the SAP 'Post General Journal Entries' form. The 'Header' tab is active. The 'Journal Entry Date' and 'Posting Date' are both set to 04.05.2023. The 'Journal Entry Type' is set to SA. Below the header, there are two line items. The first line item, '1 Company Code', has the field 'Ca' entered, which is highlighted with a red box and a yellow circle with the number '1' pointing to it. The second line item, '2 Company Code', is empty.

(1) The **Company Code** field is filled out.

Step 10: Post General Journal Entries – Profile 1

The screenshot shows the same SAP 'Post General Journal Entries' form, but with a dropdown menu open for the 'Company Code' field. The dropdown menu lists several company codes and their names. The entry 'CA03 Co of Canada,' is highlighted with a red box and a yellow circle with the number '1' pointing to it. The background form shows the 'Journal Entry Date' and 'Posting Date' as 04.05.2023, and the 'Journal Entry Type' as SA.


Company Code	Company Name
CA01	Country Template CA
CA07	Brita Canada Corporation
CA03	Co of Canada,
CA06	BritaCanadaH...sCorpor
MCA1	MCA Bank Backpack (bal.)
MCA2	MCA Bank Backpack (doc.)


(1) Click **The Clorox Co of Canada,**

Step 11: Post General Journal Entries – Profile 1


SAP Post General Journal Entries ▾

Header Attachments Notes Balances





Journal Entry Date: * 04.05.2023  Company Code: * CA03

Posting Date: * 04.05.2023  Transaction Currency: * CAD

Period: Ledger Group:

Journal Entry Type: * SA  Reference:

Line Items (2)

>	1	Company Code	<input type="text" value="CA03"/> 	G/L Account *	<input type="text" value="600000"/> 	Debit * <input type="text"/>
>	2	Company Code	<input type="text"/> 	G/L Account *	<input type="text"/> 	Debit * <input type="text"/>




1

(1) The **G/L Account** field is filled out.





Step 12: Post General Journal Entries – Profile 1

< **SAP** Post General Journal Entries ▾

Header Attachments Notes Balances

Journal Entry Date: * 04.05.2023 
Posting Date: * 04.05.2023 
Period:
Journal Entry Type: * SA 

Line Items (2)

> 1 Company Code CA03  G/L Account * 600000  Debit * 0,00 CAD Credit *
> 2 Company Code  G/L Account *  Debit * 0,00 CAD Credit *




G/L Acct External ID	Company Code	Chart of Accounts	G/L Ac
600000	CA03	CLRX	R&D M
600001	CA03	CLRX	R&D O
600002	CA03	CLRX	R&D U
600003	CA03	CLRX	R&D P
600004	CA03	CLRX	R&D S
600005	CA03	CLRX	R&D Tr
600006	CA03	CLRX	R&D Tr
600007	CA03	CLRX	R&D C
600008	CA03	CLRX	R&D E
600009	CA03	CLRX	R&D S




(1) Click **600000**.

Step 13: Post General Journal Entries – Profile 1



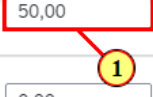


SAP Post General Journal Entries ▾

Header Attachments Notes Balances

Journal Entry Date: * 04.05.2023 
Posting Date: * 04.05.2023 
Period:
Journal Entry Type: * SA 

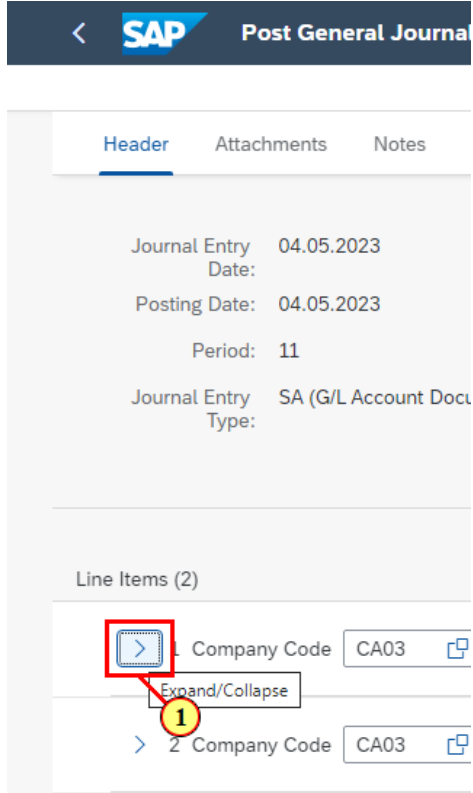
Company Code: * CA03 
Transaction Currency: * CAD 
Ledger Group: 
Reference:

Line Items (2)

>	1	Company Code	CA03 	G/L Account *	600000 	Debit *	50,00 	CAD	Credit *
>	2	Company Code	<input type="text"/> 	G/L Account *	<input type="text"/> 	Debit *	0,00	CAD	Credit *

(1) The **Debit** field is filled out.

Step 14: Post General Journal Entries - Profile 1



The screenshot shows the SAP 'Post General Journal' interface. At the top, there is a dark blue header with the SAP logo and the text 'Post General Journal'. Below this, there are three tabs: 'Header', 'Attachments', and 'Notes'. The 'Header' tab is selected. The main content area displays the following information:

- Journal Entry Date: 04.05.2023
- Posting Date: 04.05.2023
- Period: 11
- Journal Entry Type: SA (G/L Account Docu)

Below this information, there is a section titled 'Line Items (2)'. It contains two entries, each with a company code 'CA03'. The first entry is highlighted with a red box around its expand/collapse icon (a blue square with a white right-pointing arrow). A yellow circle with the number '1' is placed over the icon, and a red arrow points from the text '(1) Click Expand/Collapse' below to this icon. A tooltip labeled 'Expand/Collapse' is also visible over the icon.

(1) Click **Expand/Collapse**  .

Step 15: Post General Journal Entries – Profile 1

The screenshot shows the SAP 'Post General Journal Entries' interface. At the top, the SAP logo and 'Post General Journal Entries' are visible. A search bar and notification bell are on the right. The 'Total Balance: 50,00 CAD' is displayed in red. Below the header, there are tabs for 'Header', 'Attachments', 'Notes', and 'Balances'. The main area contains a form with the following fields:

- Journal Entry Date: 04.05.2023
- Posting Date: 04.05.2023
- Period: 11
- Journal Entry Type: SA (G/L Account Document)
- Company Code: CA03 (The Clorox Co of Canada,)
- Transaction Currency: CAD
- Ledger Group: -
- Reference: [empty]
- Intercompany Transac: [empty]
- Partner Bus. Area: -
- Header Text: Training Trf of Exp
- Translation Date: 04.05.2023

Below the header, there is a 'Line Items (2)' section. The first line item is:

1	Company Code	CA03	G/L Account*	600000	Debit*	50,00	CAD	Credit*	0,00	CAD
---	--------------	------	--------------	--------	--------	-------	-----	---------	------	-----

Below the line item, there is a 'More Details' section with the following fields:

Item Text:	Assignment:	Amt in Add. Crncy 1:	Tax Code:	Quantity:	Purchasing Document:
[empty]	[empty]	36,79 USD	[empty]	0,000	[empty]
Purchasing Doc. Item:	Value Date:	Reason Code:	Supplying Ctry/Reg.:	Central Bk Payt Rsn:	[empty]
[empty]	04.05.2023	[empty]	[empty]	[empty]	[empty]

At the bottom right, there is a 'Post' button with a yellow circle containing the number '1' and a red arrow pointing to it.

(1) Scroll down.

Step 16: Post General Journal Entries – Profile 1

The screenshot shows the 'Account Assignment' section of the SAP 'Post General Journal Entries' interface. The date '04.05.2023' is visible at the top. The 'Account Assignment' section contains the following fields:

Main Asset No.:	Sub-number:	Cost Center*:	Order:
[empty]	[empty]	ca03-402	[empty]
Partner Profit Center:	Segment:	Functional Area:	Financia
[empty]	[empty]	[empty]	[empty]

The 'Cost Center*' field is highlighted with a red box and a yellow circle containing the number '1' with a red arrow pointing to it.

(1) The **Cost Center** field is filled out.

Step 17: Post General Journal Entries – Profile 1

< **SAP** Post General Journal Entries ▾

04.05.2023

Account Assignment

Main Asset No.: Sub-number: Cost Center*: ca03-402

CO Area	Company Code	Cost Center	Name	CCtr Category	Pi
	CA03	CA03-40200	Project Solutions Gr	P	C
	CA03	CA03-40201	Supply Chain Analyst	P	C
	CA03	CA03-40202	Operations Planning	P	C
	CA03	CA03-40203	Marketing	A	C
	CA03	CA03-40204	Sales Dept	A	C
	CA03	CA03-40205	AFH	A	C

CA03-40203

(1) Click

Step 18: Post General Journal Entries – Profile 1

< **SAP** Post General Journal Entries ▾

Line Items (2)

1 Company Code CA03 G/L Account* 600000 Debit* 50,00 CAD Credit*

More Details

Item Text:	Assignment:	Amt in Add. Crncy 1:	Tax Code:	Quantity
		36,79 USD	10	0,000
Purchasing Doc. Item:	Value Date:	Reason Code:	Supplying Ctr.:	Central
	04.05.2023			

(1) The Tax Code field is filled out.

Step 19: Post General Journal Entries – Profile 1

The screenshot displays the SAP 'Post General Journal Entries' form. At the top, the date is set to 04.05.2023. The 'Account Assignment' section includes fields for Main Asset No., Sub-number, Cost Center* (filled with CA03-40203), Partner Profit Center, Segment, Functional Area, Equity group, and Recovery Ind. The 'Real Estate' section includes Business Entity, Land, Building, Reference date (dd.MM.yyyy), Contract, and Corr.Items. At the bottom, the 'Company Code' is CA03, and the 'G/L Account*' field is filled with 600003, highlighted with a red box and a yellow callout bubble containing the number 1. The 'Debit*' field is empty.

(1) The G/L Account field is filled out.

Step 20: Post General Journal Entries - Profile 1

04.05.2023

Account Assignment

Main Asset No.: Sub-number: Cost Center*: Order:
CA03-40203

Partner Profit Center: Segment:
G/L Acct External ID Compan Code

Equity group: Recovery Ind.:

600000	CA03
600001	CA03
600002	CA03
600003	CA03
600004	CA03
600005	CA03
600006	CA03

Real Estate

Business Entity: Land:

(1) Click **600003**

Step 21: Post General Journal Entries – Profile 1

< **SAP** Post General Journal Entries ▾

04.05.2023

Account Assignment

Main Asset No.: Sub-number: Cost Center*: Order: Operation: Profit Center

Partner Profit Center: Segment: Functional Area: Financial Transaction Type: Partner: Joint venture

Equity group: Recovery Ind.:

Real Estate

Business Entity: Land: Building: Rental Object: Serv.charge key: Settlement

Reference date: Contract: Corr.Items:

> 2 Company Code CA03 G/L Account* 600003 Debit* 0,00 CAD Credit* 50,00 CAD

Total 1: 50,00 CAD

Select Templates Unload New Entry Hold Journal I

(1) The **Credit** field is filled out.

Step 22: Post General Journal Entries - Profile 1

The screenshot shows the SAP 'Post General Journal' entry screen. At the top, there is a navigation bar with a back arrow, the SAP logo, and the text 'Post General Journal'. Below this, there is a search field containing '04.C'. The main content area is divided into two sections: 'Account Assignment' and 'Real Estate'. The 'Account Assignment' section includes fields for 'Main Asset No.', 'Sub-r', 'Partner Profit Center', 'Segm', 'Equity group', and 'Recon'. The 'Real Estate' section includes fields for 'Business Entity', 'Land', 'Reference date', and 'Contr'. At the bottom of the form, there is a field for 'Company Code' with the value 'CA03' and a search icon. A red box highlights a blue arrow icon next to the 'Company Code' field, with a yellow circle containing the number '1' below it. Below the screenshot, there is a blue icon with a white arrow pointing right.

(1) Click **Expand/Collapse** 

Step 23: Post General Journal Entries - Profile 1

SAP Post General Journal Entries SC

Total Balance: 0,00 CAD

04.05.2023

Account Assignment

Main Asset No.: Sub-number: Cost Center*: CA03-40203 Order: Operation: Profit Center: P26015

Partner Profit Center: Segment: 4000 Functional Area: 6010 Financial Transaction Type: Partner: Joint venture:

Equity group: Recovery Ind.:

Real Estate

Business Entity: Land: Building: Rental Object: Serv.charge key: Settlement Unit:

Reference date: dd.MM.yyyy Contract: Corr.Items:

2 Company Code CA03 G/L Account* 600003 Debit* 0,00 CAD Credit* 50,00 CAD

Assign Profitability Segment

Select Templates Upload New Entry Hold Journal Entry Simulate **Post**

(1) Scroll down.

Step 24: Post General Journal Entries - Profile 1

< **SAP** Post General Journal Entries ▾

2 Company Code CA03 G/L Account* 600003 Debit* 0,00

More Details

Item Text:	Assignment:	Amt in Add. Crcy 1:	Tax Cod
<input type="text"/>	<input type="text"/>	36,79 USD	<input type="text"/>
Purchasing Doc. Item:	Value Date:	Reason Code:	Supplyir
<input type="text"/>	04.05.2023	<input type="text"/>	<input type="text"/>

Account Assignment

Main Asset No.:	Sub-number:	Cost Center*:	Order:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Partner Profit Center:	Segment:	Functional Art	Financia
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(1) The **Cost Center** field is filled out.

Step 25: Post General Journal Entries - Profile 1

CO Area	Company Code	Cost Center	Name
	CA03	CA03-40200	Project Solutions Gr
	CA03	CA03-40201	Supply Chain Analyst
	CA03	CA03-40202	Operations Planning
	CA03	CA03-40203	Marketing
	CA03	CA03-40204	Sales D
	CA03	CA03-40205	AFH

(1) Click **Marketing**.

Step 26: Post General Journal Entries - Profile 1

2 Company Code CA03 G/L Account* 600003 Debit* 0,00 CAD Credit* !

More Details

Item Text:	Assignment:	Amt in Add. Crcy 1:	Tax Code:	Quantity
		36,79 USD	10	0,000
Purchasing Doc. Item:	Value Date:	Reason Code:	Supplying Ctr	Central
	04.05.2023		1	

(1) The **Tax Code** field is filled out.

Step 27: Post General Journal Entries – Profile 1

SAP Post General Journal Entries SC

Total Balance: 0,00 CAD

2 Company Code CA03 G/L Account* 600003 Debit* 0,00 CAD Credit* 50,00 CAD

Assign Profitability Segment

More Details

Item Text: Assignment: Amt in Add. Crncy 1: Tax Code: Quantity: Purchasing Document:

36,79 USD 10 0,000

Purchasing Doc. Item: Value Date: Reason Code: Supplying Ctry/Reg.: Central Bk Payt Rsn:

04.05.2023

Account Assignment

Main Asset No.: Sub-number: Cost Center*: Order: Operation: Profit Center:

CA03-40203

Partner Profit Center: Segment: Functional Area: Financial Transaction Type: Partner: Joint venture:

Equity group: Recovery Ind.:

Real Estate

Select Templates Upload New Entry Hold Journal Entry Simulate **Post**

(1) Scroll down.

Step 28: Post General Journal Entries – Profile 1

SAP Post General Journal Entries SC

Total Balance: 0,00 CAD

Main Asset No.: Sub-number: Cost Center*: Order: Operation: Profit Center:

CA03-40203

Partner Profit Center: Segment: Functional Area: Financial Transaction Type: Partner: Joint venture:

Equity group: Recovery Ind.:

Real Estate

Business Entity: Land: Building: Rental Object: Serv.charge key: Settlement Unit:

Reference date: Contract: Corr.Items:

dd.MM.yyyy

Total Debit: 50,00 CAD Total Credit: 50,00 CAD

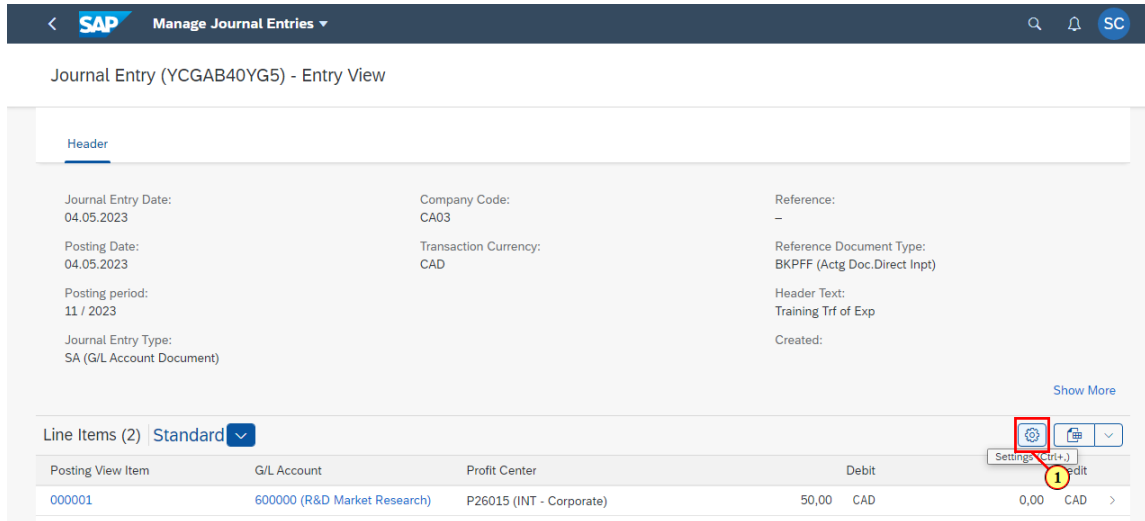
Tax Items **Standard** Calculate Tax Net Entry Yes

Tax Doc. Item	G/L Account	Debit Amt in DC	Credit Amt in DC	LC Tax	LC 2 Tax	LC 3 Tax	Tax Jurisdiction	Tax Code	Base Amount	Condition Type
No data found. Try adjusting the filter settings.										

Select Templates Upload New Entry Hold Journal Entry **Simulate**

(1) Click **Simulate** 

Step 29: Manage Journal Entries – Profile 1



The screenshot shows the SAP 'Manage Journal Entries - Entry View' for journal entry YCGAB40YG5. The header section contains the following information:

Journal Entry Date: 04.05.2023	Company Code: CA03	Reference: -
Posting Date: 04.05.2023	Transaction Currency: CAD	Reference Document Type: BKPPF (Actg Doc.Direct Inpt)
Posting period: 11 / 2023		Header Text: Training Trf of Exp
Journal Entry Type: SA (G/L Account Document)		Created:

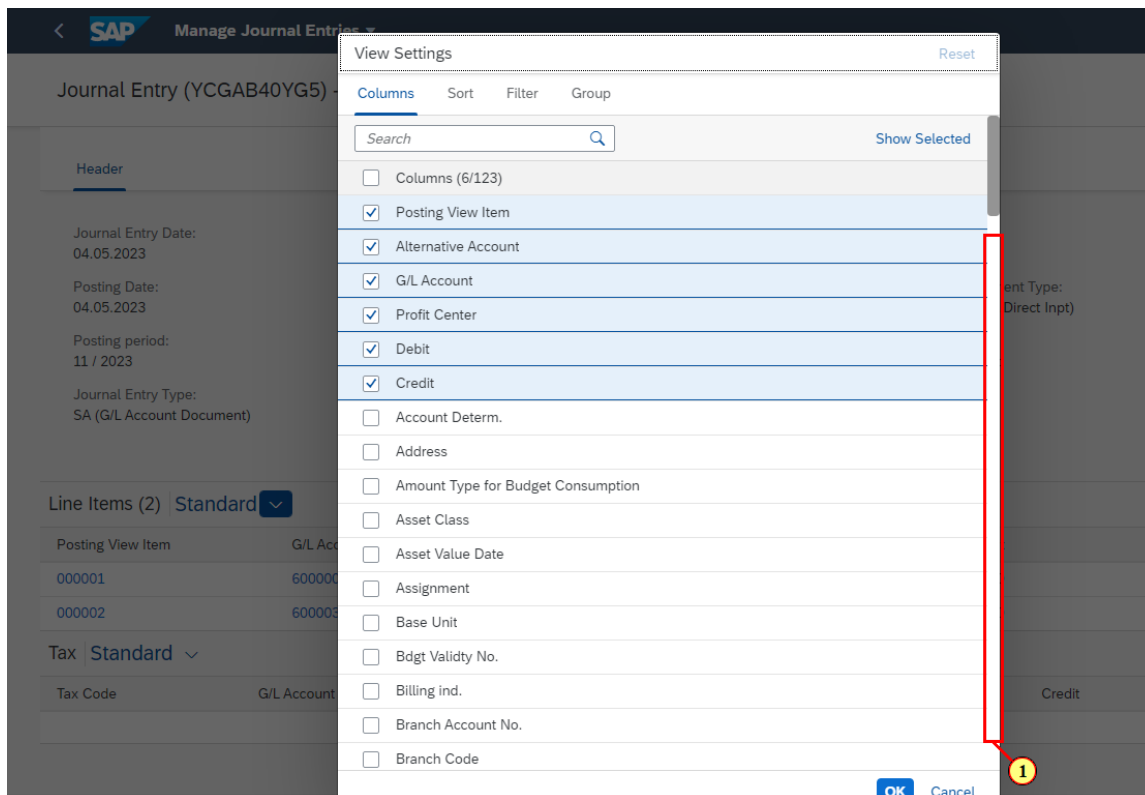
Below the header, there are 'Line Items (2)' in 'Standard' view. A table shows one line item:

Posting View Item	G/L Account	Profit Center	Debit	Credit
000001	600000 (R&D Market Research)	P26015 (INT - Corporate)	50,00 CAD	0,00 CAD

On the right side of the table, there are icons for 'Settings (Ctrl+...)' and 'Edit'. A red box highlights the 'Settings' icon, and a yellow circle with the number '1' is placed next to it.

(1) Click **Settings** 

Step 30: Manage Journal Entries – Profile 1



The screenshot shows the same SAP 'Manage Journal Entries - Entry View' as in Step 29, but with the 'View Settings' dialog box open. The dialog has tabs for 'Columns', 'Sort', 'Filter', and 'Group'. The 'Columns' tab is active, showing a list of columns with checkboxes. A red box highlights the 'Credit' checkbox, and a yellow circle with the number '1' is placed next to it.

Column	Checked
Columns (6/123)	<input type="checkbox"/>
Posting View Item	<input checked="" type="checkbox"/>
Alternative Account	<input checked="" type="checkbox"/>
G/L Account	<input checked="" type="checkbox"/>
Profit Center	<input checked="" type="checkbox"/>
Debit	<input checked="" type="checkbox"/>
Credit	<input checked="" type="checkbox"/>
Account Determ.	<input type="checkbox"/>
Address	<input type="checkbox"/>
Amount Type for Budget Consumption	<input type="checkbox"/>
Asset Class	<input type="checkbox"/>
Asset Value Date	<input type="checkbox"/>
Assignment	<input type="checkbox"/>
Base Unit	<input type="checkbox"/>
Bdgt Validty No.	<input type="checkbox"/>
Billing ind.	<input type="checkbox"/>
Branch Account No.	<input type="checkbox"/>
Branch Code	<input type="checkbox"/>

(1) Scroll down.

Step 31: Manage Journal Entries – Profile 1

The screenshot shows the SAP 'Manage Journal Entries' interface. The main view is titled 'Journal Entry (YCGAB40YG5)'. The 'Header' section displays the following information:

- Journal Entry Date: 04.05.2023
- Posting Date: 04.05.2023
- Posting period: 11 / 2023
- Journal Entry Type: SA (G/L Account Document)

The 'Line Items (2)' section is set to 'Standard' view. It shows a table with the following data:

Posting View Item	G/L Account
000001	600000
000002	600003

A 'View Settings' menu is open on the right side of the screen. The 'Columns' tab is selected. A search bar is present with the text 'Search'. The following columns are listed with checkboxes:

- Columns (6/123)
- Company Code C/R
- Company Name
- Completion Ind.
- Cons. COA
- Cons. Company
- Cons. FS Item
- Cons. Partner Unit
- Cons. Subitem
- Cons. Subitem Categc
- Cons. Unit
- Cost Center
- Cost Object
- Country/Region Specif
- Ctrvl/Per

The 'Cost Center' checkbox is highlighted with a red box and a yellow circle containing the number '1'.

(1) Click the **Cost Center** check box to add it to this view.

Step 32: Manage Journal Entries – Profile 1

The screenshot shows the SAP 'Manage Journal Entries - Profile 1' interface. A 'View Settings' dialog box is open, displaying a list of columns with checkboxes. The 'Cost Center' checkbox is checked and highlighted. The dialog box has tabs for 'Columns', 'Sort', 'Filter', and 'Group'. A search bar is at the top of the list, and a 'Show Selected' button is on the right. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons. A red box highlights the 'OK' button, and a yellow circle with the number '1' is next to it.

Journal Entry (YCGAB40YG5) -

Header

Journal Entry Date: 04.05.2023
Posting Date: 04.05.2023
Posting period: 11 / 2023
Journal Entry Type: SA (G/L Account Document)

Line Items (2) Standard

Posting View Item G/L Account
000001 600001
000002 600002

Tax Standard

Tax Code G/L Account

View Settings

Columns Sort Filter Group

Search Show Selected

- Columns (7/123)
- Company Code C/R
- Company Name
- Completion Ind.
- Cons. COA
- Cons. Company
- Cons. FS Item
- Cons. Partner Unit
- Cons. Subitem
- Cons. Subitem Category
- Cons. Unit
- Cost Center
- Cost Object
- Country/Region Specific Reference 1
- Ctry/Reg.
- Customer
- Customer Ctry/Reg.
- Deprec. Area

OK Cancel

1

(1) Click OK 

Step 33: Manage Journal Entries – Profile 1

< **SAP** Manage Journal Entries ▾

Journal Entry (YCGAB40YG5) - Entry View

Header

Journal Entry Date:
04.05.2023


Posting Date:
04.05.2023

Posting period:
11 / 2023

Journal Entry Type:
SA (G/L Account Document)

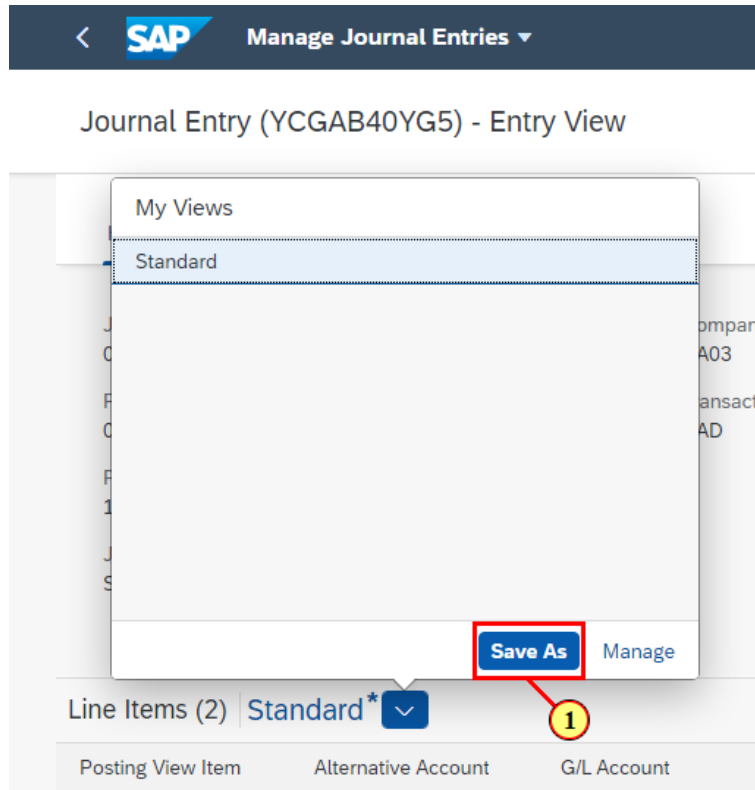
Line Items (2) | Standard ▾

Posting View Item	Alternative A	Select View	G/L Account
000001		1	600000

 The Cost Center now appears in this view.

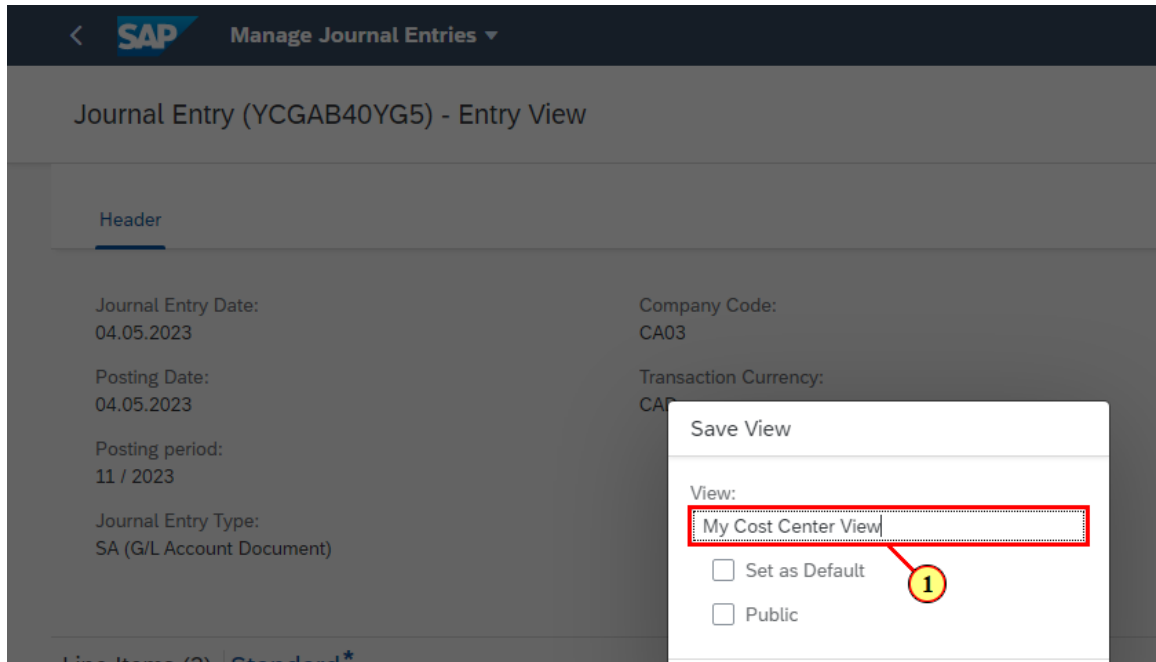
(1) Click **Select View** 

Step 34: Manage Journal Entries – Profile 1



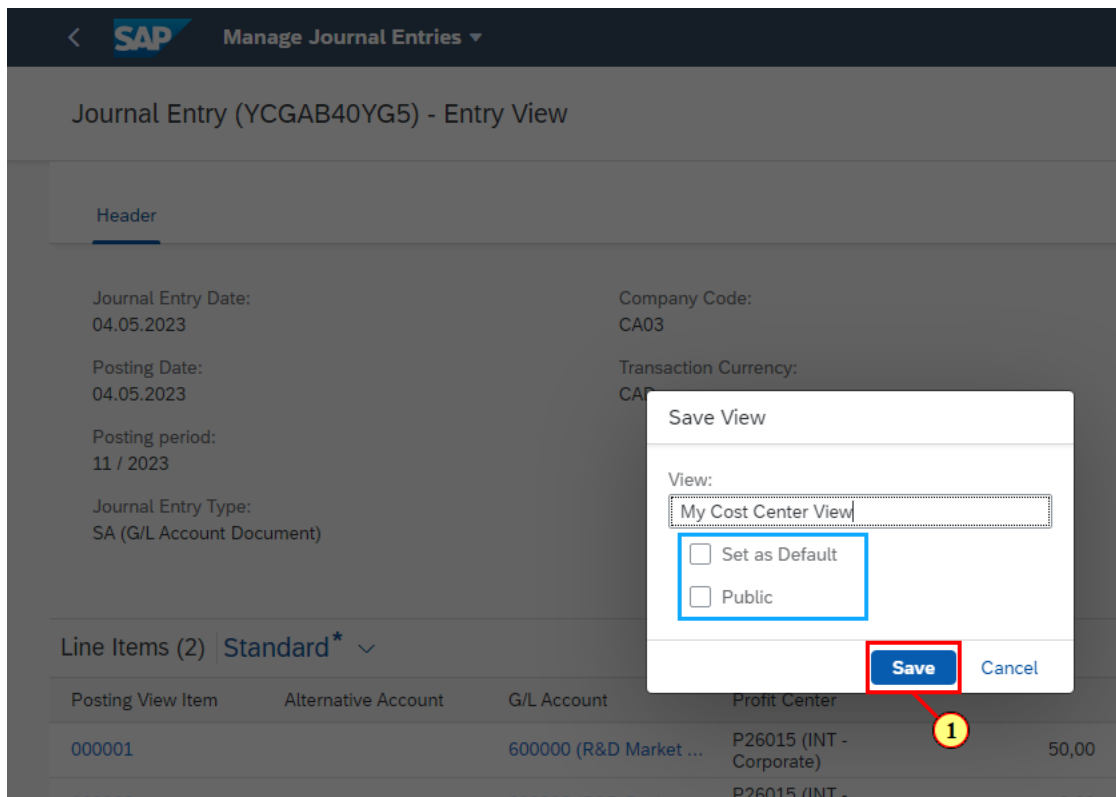
(1) Click **Save As**.


Step 35: Manage Journal Entries – Profile 1



(1) The **View** field is filled out.

Step 36: Manage Journal Entries – Profile 1





"Set as Default" displays the screen using this field selection view whenever it opens.

"Public" makes the view usable by others.

(1) Click **Save** 

Step 37: Manage Journal Entries – Profile 1

SAP Manage Journal Entries 🔍 🔔 SC

Journal Entry (YCGAB40YG5) - Entry View

Header

Journal Entry Date: 04.05.2023	Company Code: CA03	Reference: -
Posting Date: 04.05.2023	Transaction Currency: CAD	Reference Document Type: BKPF (Actg Doc.Direct Inpt)
Posting period: 11 / 2023		Header Text: Training Trf of Exp
Journal Entry Type: SA (G/L Account Document)		Created:



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Line Items (2) ⚙️ 📄 ▼

Posting View Item	Alternative Account	G/L Account	Profit Center	Debit	Credit	Cost Center
000001		600000 (R&D Market ...)	P26015 (INT - Corporate)	50,00 CAD	0,00 CAD	CA03-40203 (Marketing) >
000002		600003 (R&D Packag...)	P26015 (INT - Corporate)	0,00 CAD	50,00 CAD	CA03-40203 (Marketing) >

Tax ⚙️ 📄 ▼

Tax Code	G/L Account	Tax Base Amount	Debit	Credit	Tax Rate
No data found. Try adjusting the filter settings.					

(1) Click **Post** 

Step 38: Manage Journal Entries – Profile 1

< **SAP** Manage Journal Entries ▾ 🔍 🔔 SC

Journal Entry (100002718) - Entry View ☺

Header 0 Attachments 0 Notes 0 Related Documents

Journal Entry Date: 04.05.2023
Posting Date: 04.05.2023
Posting period: 11 / 2023
Journal Entry Type: SA (G/L Account Document)

Company Code: CA03 (The Clorox Co of Canada)
Transaction Currency: CAD

Reference: -
Reference Document Type: BKPF (Actg Doc.Direct Inpt)
Header Text: Training Trf of Exp
Created: by U8571723 at 04.05.2023 10:38:32

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Line Items (2) Standard ▾ T-Account View ⚙️ 📄 ▾

Posting View Item	G/L Account	Profit Center	Debit	Credit
000001	600000 (R&D Market Research)	P26015 (INT - Corporate)	50,00 CAD	0,00 CAD >
000002	600003 (R&D Package Design)	P26015 (INT - Corporate)	0,00 CAD	50,00 CAD >

Tax Standard ▾ ⚙️ 📄 ▾

Tax Code	G/L Account	Tax Base Amount	Debit	Credit	Tax Rate
No data found. Try adjusting the filter settings.					

Edit Create Correspondence Reverse New Display Changes Select Currency 📄

 You have successfully posted a journal entry.

Click the arrow to exit.