The University of Mississippi
CREATE A G/L ACCOUNT POSTING DOCUMENT

Via Menus: Accounting, Financial Accounting, General Ledger, Document entry, GL Account Posting

Via Transaction Code: F-02

m m d d y y y y

Document Date: ☐☐☐☐☐☐☐☐   Doc. Type: | S | A | Company Code: | 1 |

Posting Date: (Defaults to today's date)   Period: ☐   Currency/rate: | U | S | D |
(July=1, Aug=2, etc.)

Reference: **(16 characters)** ☐

Doc Header Text: **(25 characters)** ☐

*P K: (40=DR, 50=CR)	**Bus. Area**	**G/L Account No.**	**Cost Center / Internal Order/Profit Center**	**Amount**
☐☐	☐☐	☐☐☐☐☐☐	☐☐☐☐☐☐☐☐☐☐	☐☐

Explanation: (50 characters)

*P K: (40=DR, 50=CR)	**Bus. Area**	**G/L Account No.**	**Cost Center / Internal Order/Profit Center**	**Amount**
☐☐	☐☐	☐☐☐☐☐☐	☐☐☐☐☐☐☐☐☐☐	☐☐

Explanation: (50 characters)

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Explanation: (50 characters)

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Explanation: (50 characters)

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☐☐	☐☐	☐☐☐☐☐☐	☐☐☐☐☐☐☐☐☐☐	☐☐

Explanation: (50 characters)

Total Debits: **(PK 40)** $ _____   Prepared by: _____   Phone No:

Total Credits: **(PK 50)** $ _____   Date: _____

Backup Attached?   Yes   No   (Circle one)

Comments: _____

Approved by: _____

Keyed by: _____   Date:

*DR=Debit, which means you are taking money out of an account

CR=Credit, which means you are giving money to an account   Document No: ☐

P K: (40=DR, 50=CR)