How to Change a JV Upload – FBV2 - Change Parked Document

1. **Company Code**  
   Required  
   Enter TRBU. Once entered, the Company Code defaults to TRBU.

2. **Doc Number**  
   Required  
   Enter the SAP Journal Entry document number (e.g. FI Document).

2a. **Document List**  
   Optional  
   If the document number is unknown, click `Document list` to search for a FI document number.  
   *For best results narrow down selection of criteria.*

2b. **Tree**  
   Optional  
   To access your Parked or Completed document folder, go to transaction code FBV2 and click `Tree on`.

3. **Fiscal Year**  
   Required  
   Enter the Fiscal Year that the JV Upload was created.  
   Hit the `Enter Key`
<table>
<thead>
<tr>
<th></th>
<th><strong>Header Area</strong></th>
<th>Optional</th>
<th>Changes can be made to any fields available in white within the header area.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td><strong>Fast Data Entry</strong></td>
<td>Optional</td>
<td>Click <strong>Fast Data Entry</strong> to access and change the cost object (e.g. Cost Center, Internal Order or WBS Element), general ledger account or amount.</td>
</tr>
</tbody>
</table>
5a Fast Data Entry  Optional  Account data changes can be made to any fields available in white.

6 Change in Amount  Optional  In this example the debit and credit has been changed from $112 to $12.00.

7 Save as Parked or Complete  Optional  Document complete will initiate workflow.

You have successfully changed a JV Upload.