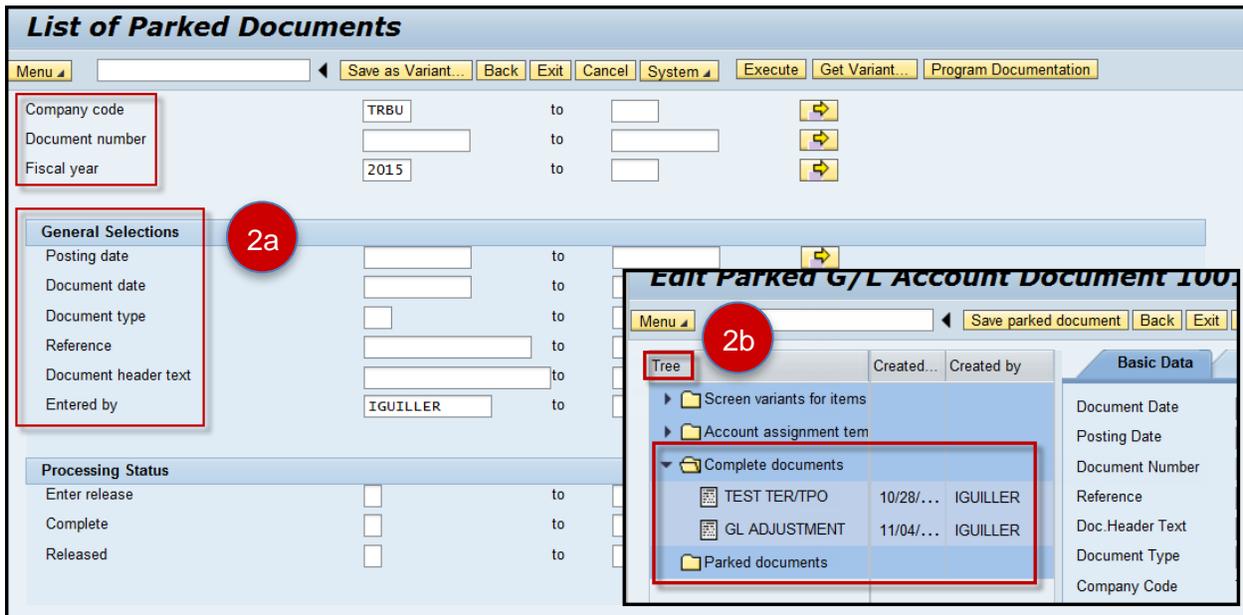
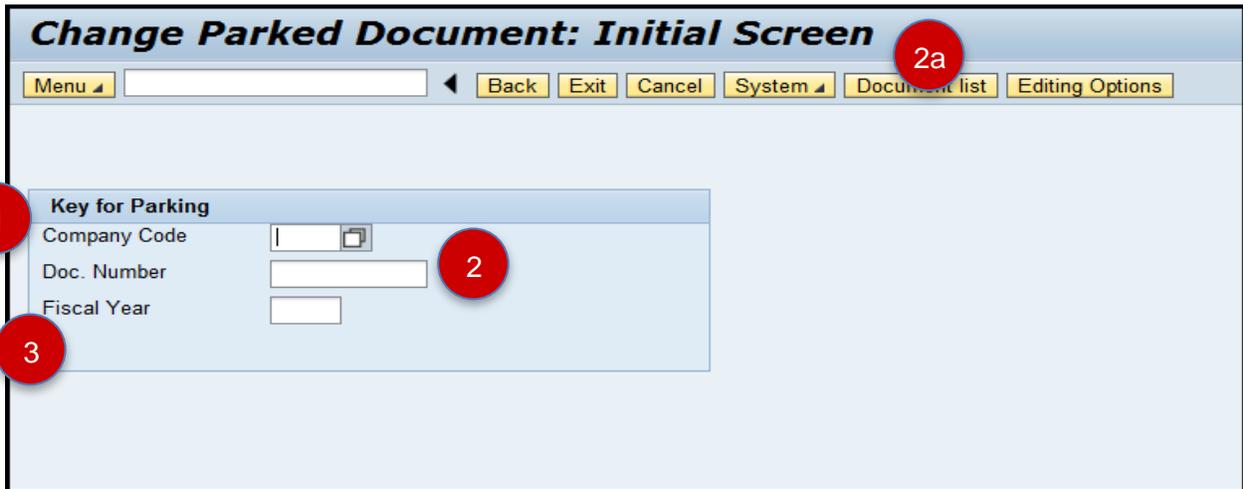


### How to Change a JV Upload – FBV2 - Change Parked Document



1	<b>Company Code</b>	<i>Required</i>	Enter <b>TRBU</b> . Once entered, the Company Code defaults to <b>TRBU</b> .
2	<b>Doc Number</b>	<i>Required</i>	Enter the SAP Journal Entry document number (e.g. FI Document).
2a	<b>Document List</b>	<i>Optional</i>	If the document number is unknown, click <b>Document list</b> to search for a FI document number.  For best results narrow down selection of criteria.
2b	<b>Tree</b>	<i>Optional</i>	 To access your <b>Parked</b> or <b>Completed</b> document folder, go to transaction code <b>FBV2</b> and click <b>Tree on</b> .
3	<b>Fiscal Year</b>	<i>Required</i>	Enter the Fiscal Year that the JV Upload was created. Hit the <b>Enter Key</b>

**Change Parked Document: Overview**

Menu ▾ | Park document | Back | Exit | Cancel | System ▾ | Currency | **Fast Data Entry** | Tax | Acct model | Document Header | Check

Document Date: 11/01/2014 | Type: SA | Company Code: TRBU  
 Posting Date: 11/01/2014 | Period: 5 | Currency: USD  
 Document Number: 1001524332 | Fiscal Year: 2015 | Translatn Date: 11/01/2014  
 Reference: | Trading part.BA: |  
 Doc. Header Text: Balance Sheet entry | Texts exist:  Net entry:

itm	Acct no.	Description	Amount
001	210100	ACCOUNTS PAYABLE-OTHER	112.00
002	511520	TELECOM EQUIPMENT	112.00-

D 112.00      C 112.00      Itm 2      0.00

**Other line items**

PstKy:  Account:  SGL Ind:  TType:  New co.code:

**SAP**

<b>4</b>	<b>Header Area</b>	<i>Optional</i>	Changes can be made to any fields available in white within the header area.
<b>5</b>	<b>Fast Data Entry</b>	<i>Optional</i>	Click <b>Fast Data Entry</b> to access and change the cost object (e.g. Cost Center, Internal Order or WBS Element), general ledger account or amount.

**Change Parked Document: G/L Account Items**

Menu | Park document | Back | Exit | Cancel | System | Overview | Acct model

Company Code: TRBU Trustees of Boston Univ  Calculate tax

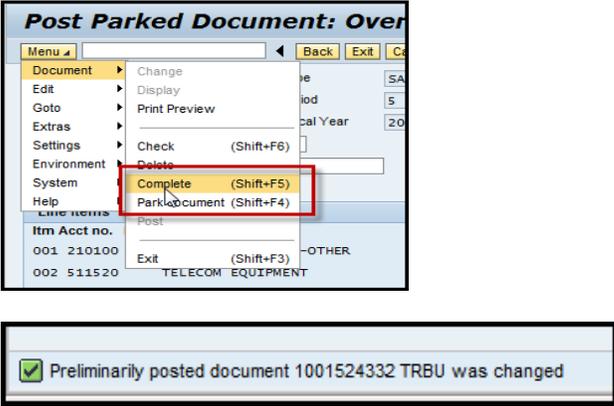
PK	Account	Amount	USDTx	Cost ctr	Order	BusA
40	210100	112.00				1CRC
50	511520	112.00		3432230000		3NBL

**Post Parked Document: G/L Account Items**

Menu | Back | Exit | Cancel | System | Overview | Check

Company Code: TRBU Trustees of Boston Univ  Calculate tax

PK	Account	Amount	USDTx	Cost ctr	Order	BusA
40	515015	12.00		2540400000		2MED
50	515015	12.00			9090000691	2MED

5a	<b>Fast Data Entry</b>	<i>Optional</i>	Account data changes can be made to any fields available in white.
6	<b>Change in Amount</b>	<i>Optional</i>	In this example the debit and credit has been changed from \$112 to \$12.00.
7	<b>Save as Parked or Complete</b>	<i>Optional</i>	Document complete will initiate workflow.  

**You have successfully changed a JV Upload.**