How to delete a JV Upload – FBV0

**Post Parked Document: Initial Screen**

1. **Company Code**
   - **Required**: Enter TRBU. Once entered Company Code defaults to TRBU.

2. **Doc Number**
   - **Required**: Enter SAP JV Upload document number. (e.g. FI Document)

2a. **Document List**
   - **Optional**: If document number is unknown, click on 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 Fiscal Year that JV Upload was created.
   - Hit Enter Key

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Note: The JV Upload document has to be in Parked status to be deleted

4. Go to Menu Button, Select Document and click on Delete.
   Document must be in parked status to be deleted. Note: document is not in workflow.

5. Delete parked document? Click Yes.

Note: If your JV Upload has not posted yet, you still have the option to delete the JV Upload document even if the upload is in workflow status.

A Quick Reference Guide is available on How to change a JV Upload.

JV Uploads are not deleted with transaction code FBV2.

You have successfully deleted a JV Upload
How to validate Journal Entry deletion – FBV3 – Display Document

Go to FBV3 in WebGUI and enter FI document number then hit the Enter Key.

6 Line Item Area

Note: There will be no line item information displayed.

7 To review document status

Click Display Document Header to display document status.

8 Document Header Window

Entry status should display as “Z – Parked document which was deleted”.

Your have successfully deleted your Parked JV Upload.