
Introduction

Process and Trigger

Perform this procedure when a parked document needs to be posted.

Prerequisites

A financial document must have been parked.

Menu Path

Accounting ➔ Financial Accounting ➔ General Ledger ➔ Document ➔ Parked Documents
➔ Post/Delete

Transaction Code

FBV0

Tips and Tricks

- At times you may need to use your scroll bar to view additional information.
- This example demonstrates the GL process for this transaction.

Reports

None

Procedure

1. Start the transaction using the above menu path or transaction code.

Post Parked Document: Initial Screen

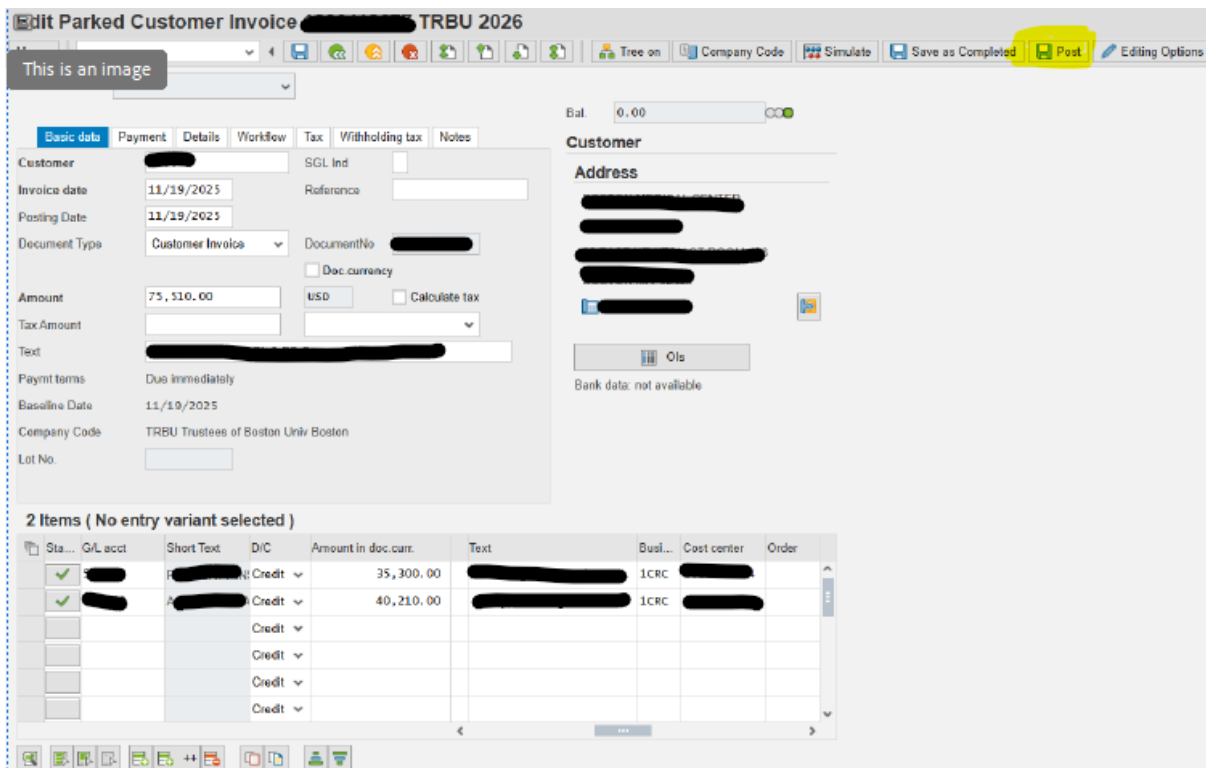
The screenshot shows the SAP 'Post Parked Document: Initial Screen'. The interface includes a menu bar (Document, Edit, Goto, System, Help) and a toolbar with various icons. Below the title bar, there are tabs for 'Document list' and 'Editing Options'. The main area contains a 'Key for Parking' section with three input fields: 'Company Code', 'Doc. Number', and 'Fiscal Year'. A blue arrow points to the 'Company Code' field. The SAP logo and status bar are visible at the bottom.

2. As required, complete/review the following fields:

Field	R/O/C	Description
Company Code	Required	The Company Code is the highest organizational unit in Financial Accounting that represents a business organization for which a complete self-contained set of accounts can be drawn upon for purposes of external and internal reporting. The <i>Trustees of Boston University</i> are considered one legal entity and will require only one Company Code - TRBU. Example: TRBU

Field	R/O/C	Description
Doc. Number	Required	Identification number of the parked document. Example: 1000000775  If the document number is not known, click the Document List button  to search for a document.
Fiscal Year	Required	This identifies the accounting year in which the original transaction was posted. Boston University's fiscal year is from July 1 - June 30. Example: 2011

3. Post Parked Document: Overview



Edit Parked Customer Invoice [Redacted] TRBU 2026

This is an image

Basic data | Payment | Details | Workflow | Tax | Withholding tax | Notes

Customer: [Redacted] SGL Ind: [Redacted]
 Invoice date: 11/19/2025 Reference: [Redacted]
 Posting Date: 11/19/2025
 Document Type: Customer Invoice Document No: [Redacted]
 Amount: 75,510.00 USD Doc. currency: [Redacted] Calculate tax: [Redacted]
 Tax Amount: [Redacted]
 Text: [Redacted]
 Payment terms: Due immediately
 Baseline Date: 11/19/2025
 Company Code: TRBU Trustees of Boston Univ Boston
 Lot No: [Redacted]

Customer Address: [Redacted]
 Bank data: not available

2 Items (No entry variant selected)

Sta...	G/L acct	Short Text	D/C	Amount in doc. curr.	Text	Busl...	Cost center	Order
✓	[Redacted]	[Redacted] Credit		35,300.00	[Redacted]	1CRC	[Redacted]	
✓	[Redacted]	[Redacted] Credit		40,210.00	[Redacted]	1CRC	[Redacted]	
		Credit						
		Credit						
		Credit						
		Credit						

Review the document before posting.

Click the **Post** button  to approve the document and create the invoice.

Tip: You may need to press Post twice or press Post and Enter.

4. The transaction is complete. The document number is now the invoice number after posting.