
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.

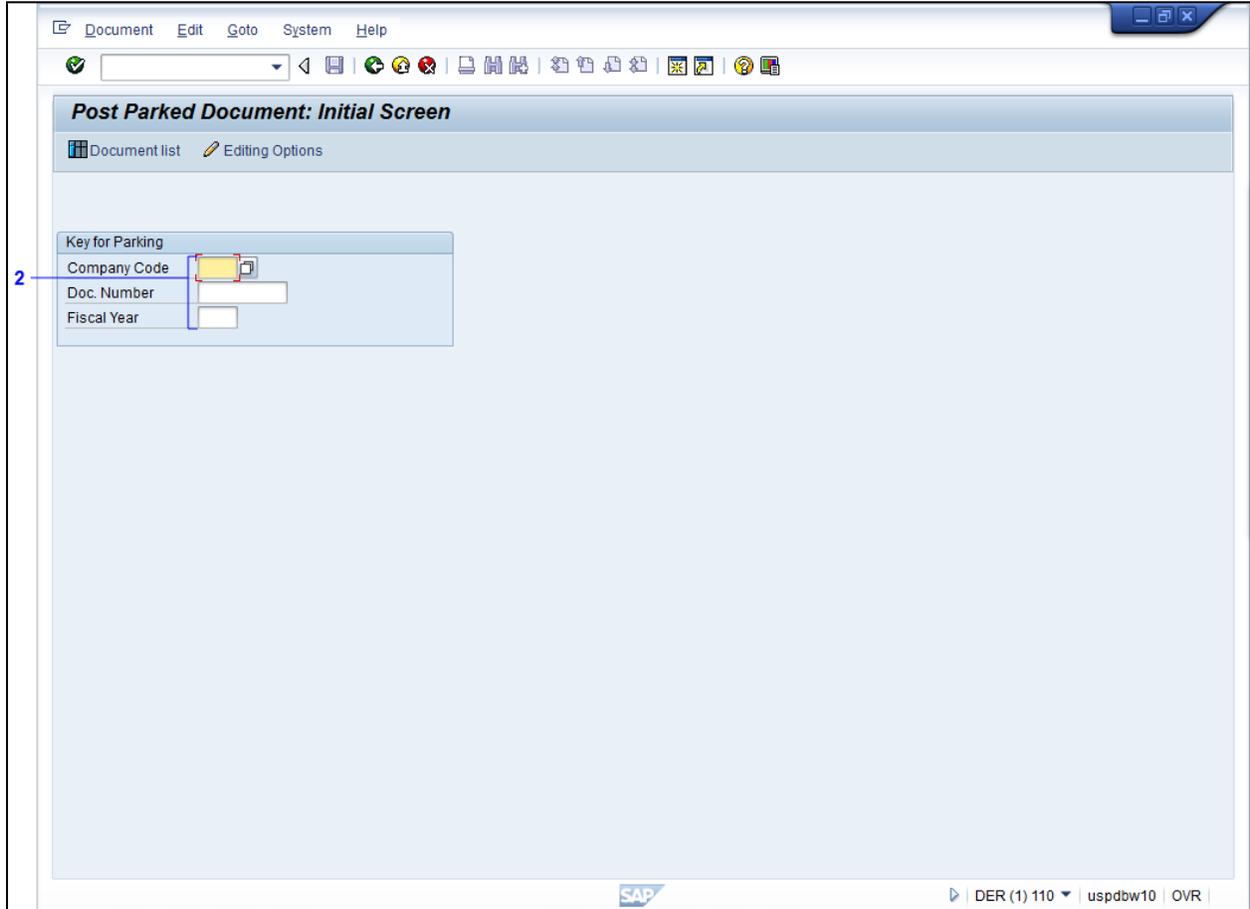
Reports

None

Procedure

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

Post Parked Document: Initial Screen



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

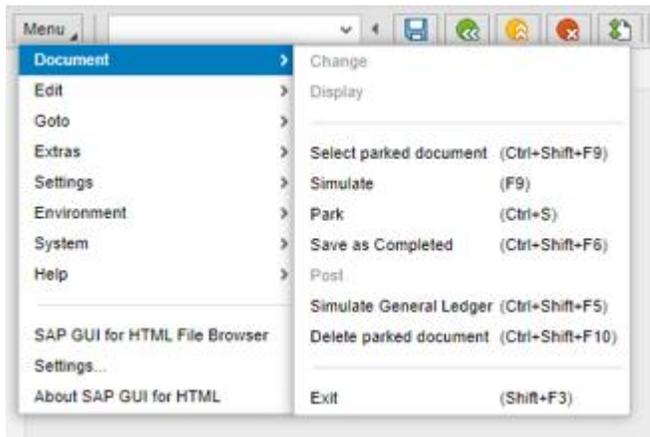
Field	R/O/C	Description
Company Code	Required	The Company Code is the highest organizational unit in Financial Accounting that represents a business organization for which a complete self-contained set of accounts can be drawn upon for purposes of external and internal reporting. The <i>Trustees of Boston 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	<p>Identification number of the parked document.</p> <p>Example: 1000000775</p> <p> If the document number is not known, click the Document List button  to search for a document.</p>
Fiscal Year	Required	<p>This identifies the accounting year in which the original transaction was posted. Boston University's fiscal year is from July 1 - June 30.</p> <p>Example: 2011</p>

Post Parked Document: Overview

- Review the document before posting.
- Click the **Save as Completed** button  to start the workflow to post the parked document.

Users can also go to Menu > Document to find the Save as Completed button. Some users will have the option to skip the workflow and post depending on their access. Users can also delete the parked document from this menu.



The system displays the message, "Preliminarily posted document XXXX TRBU was changed."

5. The transaction is complete.

Results and Next Steps

You have started the workflow for a previously parked document.