

### 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**

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Post Parked Document: Initial Screen	
Tocument list 🖉 Editing Options	
Key for Parking	
2 Company Code	
Doc. Number	
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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. <b>Example:</b> TRBU



Field	R/O/C	Description			
Doc. Number	Required	Identification number of the parked document. <b>Example:</b> 1000000775 If the document number is not known, click the <b>Document List</b> button 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. <b>Example:</b> 2011			

## **Post Parked Document: Overview**

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Basic Data	Details	Workflow									
Document Date	01/	22/2021	Curren	cy USD			Amount Informa	ation			
Posting Date	01/	22/2021	-				Total Dr.				
Document Num	ber 100	3608024						0.00 USD			
Reference											
Doc.Header Tex	test						Total Cr.				
Document type	SA	G/L Acc	ount Doc	ument				24.00 USD			
Doc.currency											
Company Code	TRB	U Trustee	s of Bosto	n Univ Boston			040				
2 Items ( N	o entry v	ariant sel	ected )								
🛅 Sta G/L i	icct S	hort Text	D/C	Amount in doc.curr.	T	Assignment					
√ 500	010 F.	ACULTY FUL	Credit	12.0	D					^	
✓ 510	010 S	UPPLIES	Credit	12.0	D						
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- **3.** Review the document before posting.
- **4.** Click the **Save as Completed** button  $\blacksquare$  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.

Menu _		🗸 ( 🔒 🚷	(2) (2) (2)
Document	•	Change	
Edit	>	Display	
Goto	>		
Extras	>	Select parked document	(Ctrl+Shift+F9)
Settings	>	Simulate	(F9)
Environment	>	Park	(Ctrl+S)
System	>	Save as Completed	(Ctrl+Shift+F6)
Help	>	Post	
	-	Simulate General Ledger	(Ctrl+Shift+F5)
SAP GUI for HTML File Browser		Delete parked document	(Ctrl+Shift+F10)
Settings			
About SAP GUI for HTML		Exit	(Shift+F3)



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.