

How to Change a Journal Entry – FBV2

Display Parked Document: Initial Screen 2a

Menu ◀ Back Exit Cancel System ▶ Document list Editing Options

1 **Key for Parking**

Company Code TRBU

Doc. Number 2

Fiscal Year 3

List of Parked Documents

Menu ◀ Save as Variant... Back Exit Cancel System ▶ Execute Get Variant... Program Documentation

Company code TRBU to ⇄

Document number to ⇄

Fiscal year 2015 to ⇄

2a **General Selections**

- Posting date to ⇄
- Document date to ⇄
- Document type to ⇄
- Reference to ⇄
- Document header text to ⇄
- Entered by IGUILLER to ⇄

Processing Status

- Enter release to ⇄
- Complete to ⇄
- Released to ⇄

Edit Parked G/L Account Document 100... 2b

Menu ◀ Save parked document Back Exit

Tree

- Screen variants for items
- Account assignment tem
- Complete documents**
 - TEST TER/TPO 10/28/... IGUILLER
 - GL ADJUSTMENT 11/04/... IGUILLER
- Parked documents

Basic Data

- Document Date
- Posting Date
- Document Number
- Reference
- Doc. Header Text
- Document Type
- Company Code

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

Edit Parked G/L Account Document 1001390781 TRBU 2015

Menu | Save parked document | Back | Exit | Cancel | System | Tree on | Company Code | Simulate | Save as completed | Editing options

Basic Data | Details | Workflow

Document Date: 10/27/2014 | Currency: USD | Posting Date: 10/27/2014 | Period: 4 | Document Number: 1001390781

Reference: GL ADJUSTMENT | Doc. Header Text: name that makes sense | Document Type: SA G/L Account Document | Company Code: TRBU Trustees of Boston Univ Boston

Amount Information

Total Dr.: 125.00 USD | Total Cr.: 125.00 USD

3 Items (No entry variant selected)

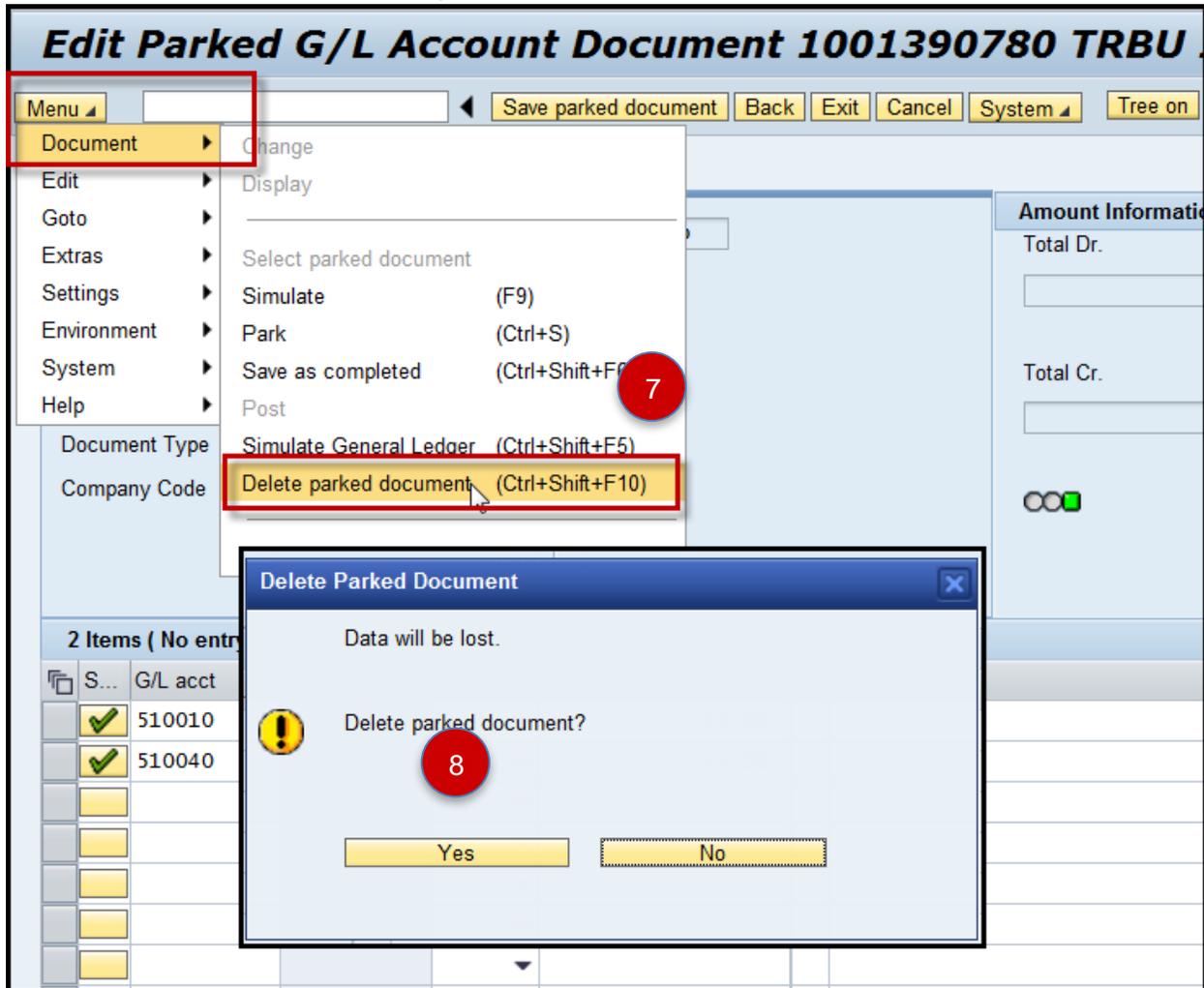
S...	G/L acct	Short Text	D/C	Amount in doc. curr.	Text	Busi...	Cost center	Order	WBS ...	Fund	Grant
✓	510010	SUPPLIES	Debit	125.00	Text which shows on ref	1CRC	1202050000			1000000000	GRANTNR
✓	510040	CONS SUP...	Credit	100.00	Text which shows on ref	1CRC	1202050000			1000000000	GRANTNR
✓	510040	CONS SUP...	Credit	25.00	Text which shows on ref	1CRC	1202020000			1000000000	GRANTNR

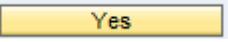
4	Optional	Edit Mode	Changes can be made to any field available in white.
5	Optional	Save Parked Document	To park a journal entry if the intention is to edit or revisit the journal entry at a later time.
and/or			
6	Optional	Save as Completed	To save document and restart workflow process.

You have successfully changed a journal entry document.

How to delete a Journal Entry – FBV2

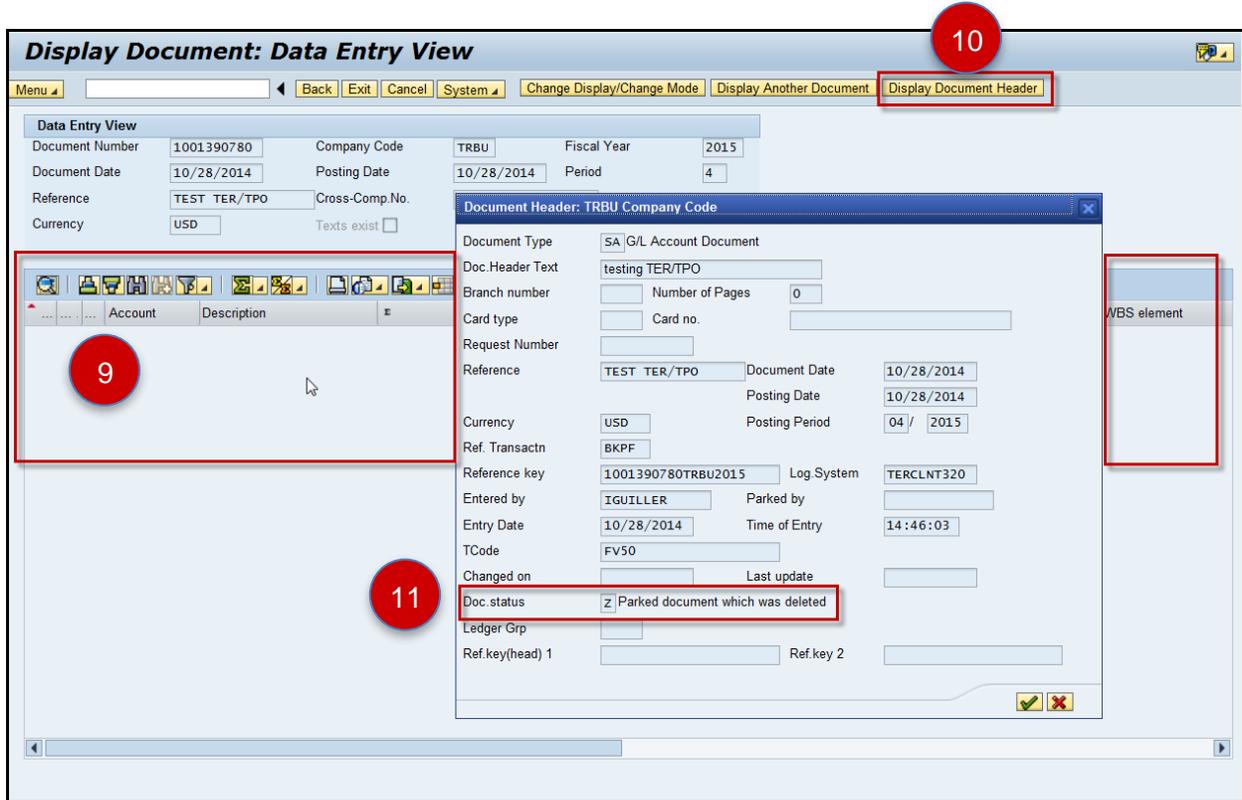
Note: The Journal Entry document has to be in Parked status to be deleted.

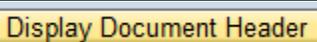


<i>Go back to Steps 1 through Step 3</i>	
7	Go to Menu Button
	Select Document and click on Delete parked document .  Document must be in parked status to be deleted. Note: document is not in workflow.
8	Delete parked document?
	Click  .
<p> Note: If your journal entry has not posted yet, you still have the option to delete the journal entry document even if the entry is in workflow. Parked documents are categorized as commitment items on BW and WebGUI ECC reports. Posted documents cannot be deleted using FBV2. Contact General Accounting Office if you have any questions.</p> <p>JV Uploads are not deleted using transaction code FBV2.</p> <p>Quick Reference Guides are available on How to change a JV Upload and How to delete JV Upload.</p>	

You have successfully deleted a Journal Entry document

How to validate Journal Entry deletion – FBV3 – Display Document



<i>Go to FBV3 in WebGUI and enter FI document number then hit the Enter Key.</i>		
9	Line Item Area	 <i>Note: There will be no line item information displayed.</i>
10	To review document status	Click  to display document status.
11	Document Header Window	Entry status should display as “Z – Parked document which was deleted” .

You have validated journal entry has been deleted.