How to Change a JV Upload – FBV2 - Change Parked Document

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

2. **Doc Number**
   - **Required**
   - Enter the SAP Journal Entry document number (e.g. FI Document).

2a. **Document List**
   - **Optional**
   - If the document number is unknown, click **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 the Fiscal Year that the JV Upload was created.

   Hit the **Enter Key**
Quick Reference Guide

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4 Header Area Optional Changes can be made to any fields available in white within the header area.

5 Fast Data Entry Optional Click Fast Data Entry to access and change the cost object (e.g. Cost Center, Internal Order or WBS Element), general ledger account or amount.
### Fast Data Entry

**Optional**

Account data changes can be made to any fields available in white.

### Change in Amount

**Optional**

In this example the debit and credit has been changed from $112 to $12.00.

### Save as Parked or Complete

**Optional**

Document complete will initiate workflow.

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**You have successfully changed a JV Upload.**