Quick Reference Guide
Editing Option - Update parked document to
always be Saved as Complete **FV50**

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How to update Editing Options for Parked document to be Saved as Complete when an error is initiated in Transaction Code FV50

Process and Trigger:

The purpose of this document is to show how to change the user settings in transaction code **FV50** to always **Save as Complete** (to start approval workflow process).

Changing this setting allows the user to make the correction and save the parked document as **Completed**, initiating workflow.

This setting change is particularly useful for those who want the option of initating the approval workflow **(Save as Complete** button) immediately and don't want to save (**Save as Park** button**)** the journal entry document.

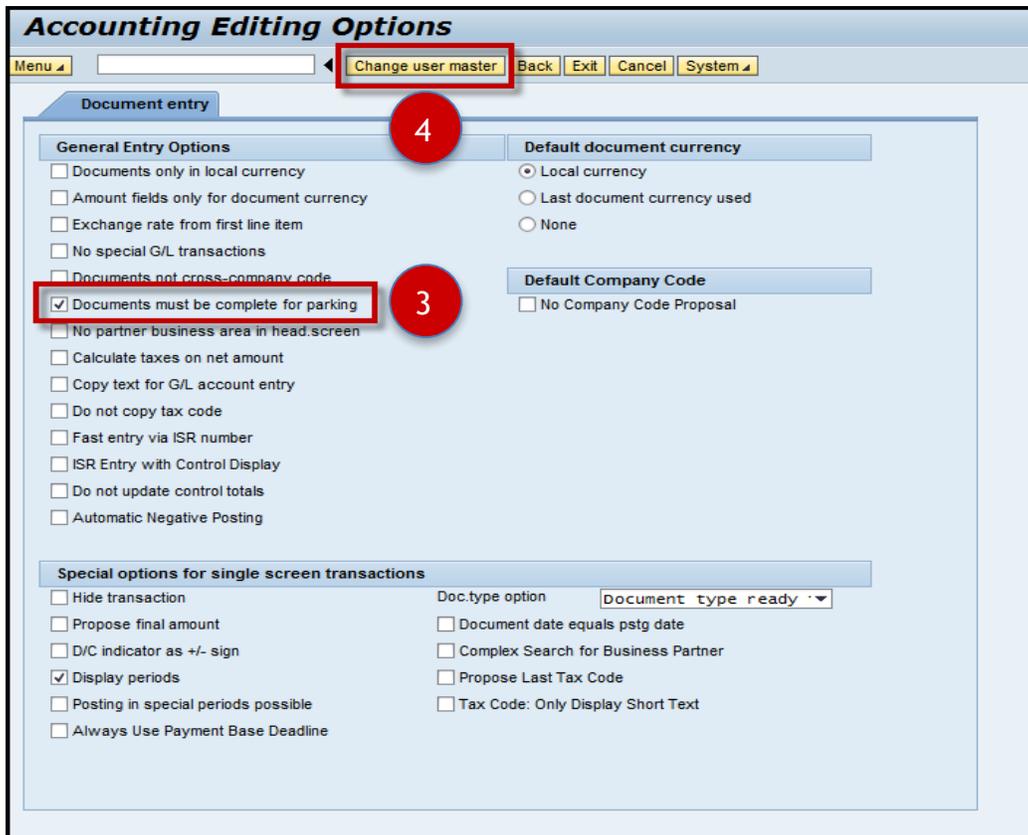**Menu Path**: BUworks Central → **WebGUI** → **ECC** System → Department Submitter Role → **FV50** -*Park G/L Account Items*
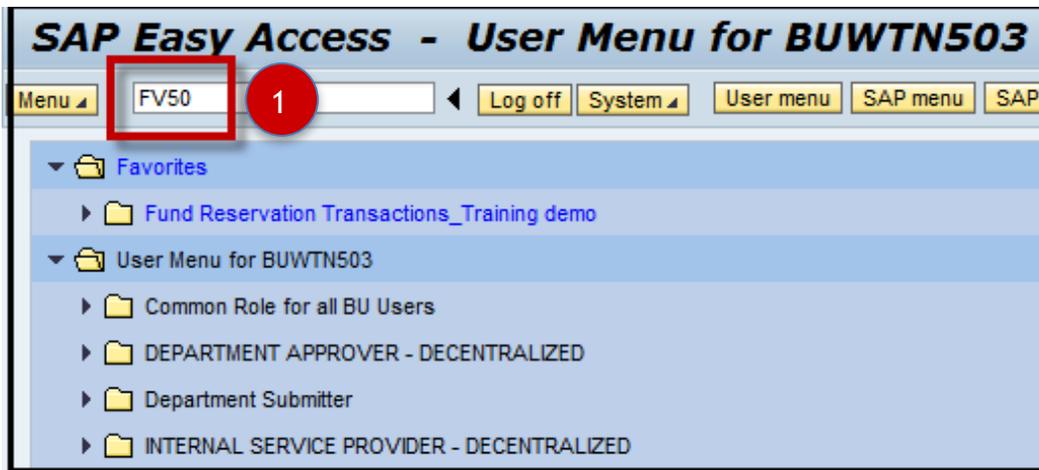
Editing Options		
1	Go to Transaction code **FV50**	Enter SAP transaction code number **FV50**

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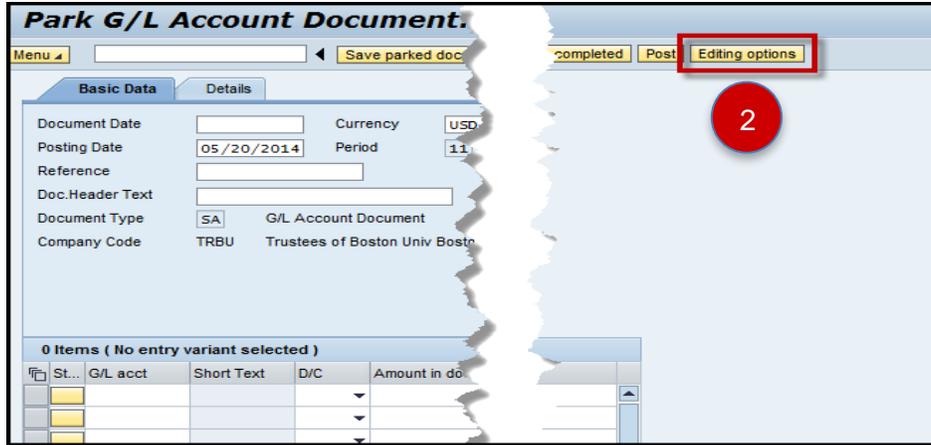
2	Editing Options Button	Click on the **Editing options** button to change settings
3	Document Entry tab area	Check off **Documents must be complete for parking**
4	Change user master	Click on the **Change user master** button to save your selection

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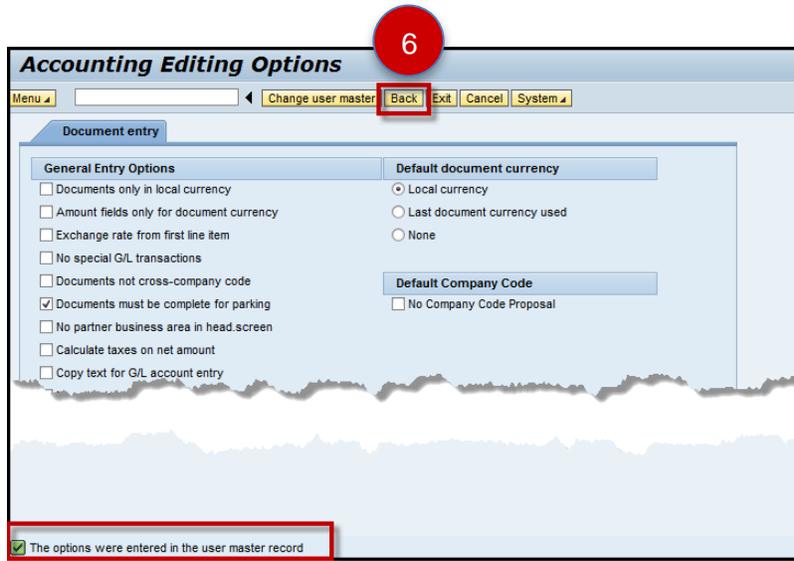
5	System Message	A system message will display with the results of your selection on the bottom left of your screen
6	Back	Click on the Back button to return to entry (**FV50)**

*Editing Options have changed. The **Post** button will now display.*

Note: The **Save as Parked** button will no longer be available.

If an attempt to **Post** the journal entry is made the following message will appear "*Document must be release, you can only park the document*". To view how the error message displays see screen print below on page 4.

Important

If a user has this setting "on" and decides that they need to park the entry to come back to later, the user can go into **Editing Options** while in the entry, uncheck that option and **Save as Parked** to save the entry.

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Park G/L Account Document: Company Code TRBU

Menu ◢ | ◀ Back | Exit | Cancel | System ◢ | Tree on | Company Code | Simulate | Save as completed | Post | Editing options

Basic Data | Details

Document Date 05/20/2014   Currency   USD
Posting Date 05/20/2014   Period   11
Reference
Doc.Header Text QRG Editing Options
Document Type SA   G/L Account Document
Company Code TRBU   Trustees of Boston Univ Boston

Amount Information
Total Dr.
25.00 USD
Total Cr.

Information
ℹ Document must be released; you can only park the document

⑦

2 Items (No entry variant selected)

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Text	Bu...	Cost center	
✓	515000	CNTR SVCS...	Debit ▼	25.00	creation of QR	1CRC	1206600000	1
✓	515000	CNTR SVCS...	Credit ▼	25.00	creation of QR	2MED	2572010000	1
			▼					
			▼					
			▼					

Document must be released; you can only park the document

SAP

ℹ **Information**

New Process (Optional)

If the settings are not updated, and an error occurs within the document (such as missing **"line item text"** field or wrong "**document type**" is entered):

- The user will only have the option to **Save as Park** only.
- The user will need to go back into the document to change the document.
  - To pull the journal entry use transaction code **FBV2 – Change Park Document**
  Or
  - Pull the journal entry using "**Tree on**" function. Go to transaction code **FV50** – **Edit or Park G/L Document** and double click on **Tree on** button, locate the document entry within the parked folder.
- The user will need to click the **Save as Complete** button to start the workflow process.

To view an example of how the screen will display see display above (**Figure 7**)