Changing the Cost Center/Internal Order and G/L Account in One Step

R/3 Path
> Accounting > Financial Accounting > General Ledger > Document > Parked document > Post/delete [double-click]

Transaction Code
FBV0

NOTE:
PK (Posting Keys) – 40 for debits
50 for credits

NOTE:
Do not save/post the document until ALL changes have been made.

NOTE:
The posting date must be changed to the actual date that the document is being posted.

Open Document

Company Code
1

Document Number
Provided in the E-mail

Fiscal year
Enter current Fiscal year

Enter
Left click on Enter Icon or press enter on the keyboard.

NOTE:
If you don’t know the document number, see Overview handout.

Change Posting Date

The posting date must be changed to the actual date that the document is being posted (follow steps A - C).

A – Document header Icon
Left click on Document header Icon (Hat).

B – Posting date
Change posting date, but ONLY the posting date.

C - Return
Return to previous page, use back arrow icon or overview icon.

Error(s)
If you receive an error message call Shelley @ 7449.

By using the back arrow or overview icon - this should take you to the “Post Parked Document: Overview” screen.

Transaction
Double click on the transaction to be changed.

This will take you to the “Post Parked Document: Change G/L Account Item

Press “Ctrl-Y”
Place the cross-cursor in the top left hand corner of the amount field.

Highlight
Drag the cross-cursor with your mouse to select the entire section of data.

Press “Ctrl-C”
Press the “Ctrl-C” on the keyboard to copy the data.

“Next line item”
Under the “Next line item” section, re-post the transaction by
entering in the same posting key (either “40” or “50” and entering
the new G/L account number.

Enter
Left click on the Enter icon or press the Enter on your keyboard.

This will take you to the “Post Parked Document: Enter G/L Account Item

Press “Ctrl-V” Place your cursor at the very beginning of the amount field. Press
“Ctrl-V” on your keyboard to paste the data you copied earlier.

Verify Verify everything posted correctly.

“More” box Left click on the “More” box in the main body of the screen.

“Coding Block” Screen Delete all fields

Business Area Enter the new Business Area

Cost Center/Internal Order Enter the new Cost Center/Internal Order

NOTE: Order = Internal Order in the “Coding Block”

Enter Left click on Green Check (bottom of box) or press enter on
keyboard.

NOTE: You will notice the new cost center in the Cost Center field or the
new internal order in the Fund field, depending on the change.
The original cost center/internal order will remain in the
Assignment field. DO NOT CHANGE!!!

Back arrow Click on the back icon (green back arrow) on the toolbar until you
reach the “overview screen.”

Out of balance You will notice that the document is now out of balance.

Transaction Click ONCE on the original transaction.

Edit From the menu bar, select “Edit”.

Delete Item Left click on “Delete item”.

Balance You will notice a dollar amount of zero for the transaction and the
document will now be back in balance.

NOTE: If you change the cost center/internal order on a transaction and
this changes the business area, you must change the business area
of the corresponding “22197” VISA transaction.

NOTE: Do not save/post the document until ALL changes have been
made.

Changing the Business Area

VISA Transaction Double click on the appropriate VISA line transaction.

Business Area Click on the “More” button.
Place your cursor in the “Business area” box and type in the new
business area. DO NOT change any other fields on this page.

Back arrow Click on the green check.
Procurement Card - Small Purchase Visa Card
Changing the Cost Center/Internal Order and G/L Account in One Step
SAP Screen Shots
The University of Mississippi
End User Documentation – ERP 2005
6/2008

Changing the Cost Center/Internal Order and G/L Account in One Step

R/3 Path:  Accounting > Financial Accounting > General Ledger > Document > Parked documents > Post/delete

OR use Transaction Code:  FBV0

Use Command Field for Transaction Code
Open Document

Company code – 1

Document number – Provided in e-mail.

Fiscal year – Enter current fiscal year.

Enter – Left click on Enter Icon or press enter on the keyboard.

NOTE: If you don’t know the document number, see Overview handout.
Change Posting Date

Change Posting Date – The posting date must be changed to the actual date that the document is being posted (follow steps A - C).

A - Header Icon – Left click on Document Header icon (Hat).

B - Posting date – Change posting date, but ONLY the posting date.

C - Return to previous page, use back arrow icon or overview icon.
At the “Post Parked Document: Overview” screen, double click on the transaction to be changed.
At the “Post Parked Document: Change G/L Account Item” screen, press “Ctrl-Y” on the keyboard. Place the cross-cursor in the top left hand corner of the amount field. Drag the cross-cursor with your mouse to select the entire section of data. Then press the “Ctrl-C” on the keyboard to copy the data.

<table>
<thead>
<tr>
<th>Amount</th>
<th>2.80 USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax code</td>
<td></td>
</tr>
<tr>
<td>Funds center</td>
<td>IT</td>
</tr>
<tr>
<td>Commitment item</td>
<td>COMMUNITY</td>
</tr>
<tr>
<td>Cost center</td>
<td>100440030A</td>
</tr>
<tr>
<td>Purchase doc.</td>
<td></td>
</tr>
<tr>
<td>Assignment</td>
<td>100440030A</td>
</tr>
<tr>
<td>Text</td>
<td>OLE MISS BOOKSTORE U, UNIVERSITY, MS</td>
</tr>
</tbody>
</table>

Place cross-cursor in the top left hand corner of the amount field. [1]

Drag the cross-cursor with your mouse to select the entire section of data. [2]

This is the area that should be highlighted. [2]

“Ctrl-C” to copy data [3]
Under the “Next line item” section, re-post the transaction by entering in the same posting key (either “40” or “50”) and entering the new G/L account number.

Enter – Left click on the Enter icon or press the Enter on your keyboard.

At the “Post Parked Document: Enter G/L Account Item” screen, place your cursor at the very beginning of the amount field. Press “Ctrl-V” on your keyboard to paste the data you copied earlier. Verify everything posted correctly.
At the “Post Parked Document: Change G/L Account Item” screen, left click in the “More” box in the main body of the screen.

At the “Coding Block” screen, wipe out the data in all of the fields.

Enter the new Business area and Cost center/Internal order.

NOTE: Order = Internal Order in the “Coding Block”.

Enter – Left click on Green Check (bottom of box) or press enter on keyboard.
NOTE: You will notice the new cost center in the Cost Center field or the new internal order in the Fund field, depending on the change. The original cost center/internal order will remain in the Assignment field. **Do not change!!**

**Back arrow** - Click on the back icon (green back arrow) on the toolbar until you reach the overview screen.

You will notice that the document is now out of balance.
1) Click once on the original transaction.  2) Edit – Select “Edit” on the menu bar.  3) Delete - “Delete item”.

You will notice a dollar amount of zero for the transaction and the document will now be in balance.

**NOTE:** If you change the cost center/internal order on a transaction and this changes the business area, you must change the business area of the corresponding “22197” VISA transaction.

Do not save/post the document until all changes have been made!!!
Changing the Business Area

**VISA Transaction** – Double click on the appropriate VISA line transaction.

![Image of Post Parked Document: Overview](image1)

- **Double click on the appropriate VISA line transaction.**

**Business Area** – Place your cursor in the “Business area” box and type in the new business area. DO NOT change any other fields on this page.

![Image of Post Parked Document: Change G/L Account Item](image2)

- **Place your cursor in the “Business area” box and type in the new business area.**
- **Do not change any other fields on this page.**

Back arrow – Click on the back icon (green back arrow) or the overview icon.