### **Procurement Card - Small Purchase Visa Card Changing the Cost Center/Internal Order and G/L Account in One Step** The University of Mississippi End User Documentation – ERP 2005 6/2008

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

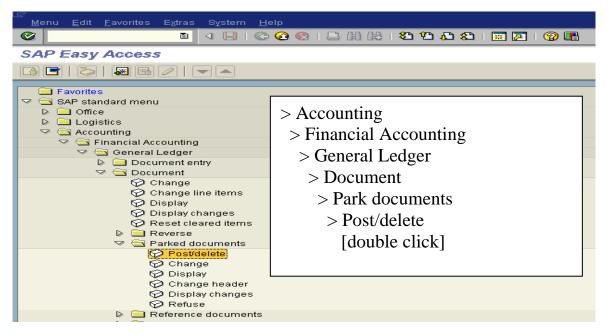
R/3 Path	> Accounting > Financial Accounting > General Ledger >	
	Document > Parked document > Post/delete [double-click]	
Transaction	FBV0	
Code		
NOTE:	PK (Posting Keys) – 40 for debits	
	50 for credits	
NOTE:	Do not save/post the document until <u>ALL</u> changes have been	
	made.	
NOTE:	The posting date <b>must</b> 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	
Change Posting Date	The posting date must be changed to the actual date that the	
	document is being posted (follow steps A - C).	
$\mathbf{A}$ – Document	Left click on Document header Icon (Hat).	
header Icon		
<b>B</b> – Posting date	Change posting date, but <b>ONLY</b> 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 arrows	ow or overview icon - this should take you to the "Post Parked	
Document: Overview		
Transaction	Double click on the transaction to be changed.	
	he "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	

Γ	
	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.
•	he "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"	Delete all fields
Screen	
Business Area	Enter the new Business Area
Cost Center/Internal	Enter the new Cost Center/Internal Order
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 <b>ONCE</b> 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 B	usiness 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

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SAP Easy Access	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.

Docume	elp	
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Post Parked Docume	ent: Initial Screen	
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	Company Code is always "1" $\underline{1}$	
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Document number	Provided in e-mail 2	
Fiscal year		
Î		
Fiscal year <u>3</u>		

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).

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Display currency Fast entry Tax amounts 🛃						
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Posting date	02/16/2001	Period	8	Currency	USD	
Document number	86005444	Fiscal year	2001	Translation dte	02/16/2001	
Reference	47157598003	3 <mark>04130</mark>		Trading part.BA		
Doc.header.text	47157599900	012030		Texts exist		
Line iteme						

**B** - Posting date – Change posting date, but <u>ONLY</u> the posting date.

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Post Parked Document: Change Document Header				
2				
Document date	02/09/2001 Type ZT Company code 1			
Posting date	p2/16/2001 Period 8 Currency/rate USD			
Document number	86005444 6/2001			
Reference	4715759800304130 Posting date			
Doc.header.text	4715759990012030			
Trading part.BA				

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.

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Document number	86000194	Fiscal year	2001	Translation dte	08/11/2000	9
Reference	<b>471575980028</b>	2013		Trading part.BA		
Doc.header text	471575999001	2030		Texts exist		
		cription Supplies/Mate	er	Tx		Amount 2.80
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009 40 10 56 D 712.16	6490 Oth <u>C</u> 71	Supplies/Mate 2.16		Itm 12		277.20 0.00
Other line items						
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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.

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	Tax amounts	Place cross-cur corner of the ar	rsor in the top l	
Company code 1	The University of Miss.			
Cost center 100 Purchasing doc. Assignment 100		ntity	A Cone	Drag the cross- cursor with your mouse to select the entire section of data. <u>2</u>
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Company code 1 Item no. 1 / Debit entry / Amount 2. Tax code		Calculate tax	be highlighted	
Cost center 10 Purchasing doc. Assignment 10 Text OL	MMODITY F 0443001A	Quantity	00000A	
"Ctrl-C" to co	ру data <u>3</u>	_ Trans.type	New co.code	

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.

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Post Parked I	Document: Change G/L Account Item	
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G/L account Company code	56490     Other Supplies and Materials       1     The University of Miss.       tor (40.//)     Image: Comparison of Miss.	
Amount Tax code	2.80 USD	
Funds center Commitment item	IT Earmarked funds Done	
Cost center Purchasing doc.	100443001A Quantity	
Assignment	100443001A OLE MISS BOOKSTORE U, UNIVERSITY, MS	
Next line item PstKy 40 Accou		

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

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G/L account Company code	56140 Purchased Instructional Materials 1 The University of Miss.
Item no. 13 / Debit er	ntry / 40
Amount	USD
Tax code Funds center	Earmarked funds Done
Commitment item	COMMODITY Fund
Cost center	-> More
Purchasing doc.	Quantity
Assignment Text	
Next line item	
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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.

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Post Parked	Document	t: Enter G/L	. Account Iten	n		
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3/L account	56140	Purchased Instri	uctional Materials			
Company code		iversity of Miss.				
ltem no. 13 / Debit e	ntry / 40					
Amount	2.80	USD				
Tax code						
Funds center	IT		Earmarked funds		Done	
Commitment item	COMMODITY		Fund	100440000A		
Cost center	100443001A				📥 More	
Purchasing doc.			Quantity			
Assignment	100443001A					
Text	OLE MISS BO	OKSTORE U , UN	NIVERSITY, MS			
Next line item						
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At the "Post Parked Document: Change G/L Account Item" screen, left click in the "More" box in the main body of the screen.

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Tax code				
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Commitment item	COMMODITY	Fund	211120000A	
Cost center	211127501A		And More	
Purchasing doc.		Quantity		
Assignment	211127501A			
Text SNEED'S ACE HARDWARE, OXFORD, MS				
Next line item				
PstKy Accou	int	Sp.G/L Trans.type	New co.code	

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.

Image: Document Edit Goto     Order = Internal Order       Image: Dost Parke     Number	) ይ ድ   🛒 🔊   🖗 🖷 Int Item		
Company Code     1     The University of Miss.	:k	Delete a	ll fields <u>1</u>
Item 1 / Debit entry / 40     Amount     5.47     USD     Coding Block     Business Area     25     Cost Cente     Order     250111033A     Fund     250111033A     Funds Center     PSY     Commitment Item     COMMO     Earmarked Funds	DITY		new Business Area ost Center/ Internal <u>2</u>
Material Plant     Material   Plant     Image: Second state   Plant     PostKey   Account     SGL Ind   TType     Enter 3	New Co.Code		

*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.

Post Parked	Document:	Overview	(F3				
Display currency	Fast entry Tax a	amounts 🚨					
Document date	08/04/2000	Туре	ZT	Company code	1		
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Reference	4715759800282	:013		Trading part.BA			
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002 50 10 22	2197 A/P	- VISA - (C1)	ear)			2.80-	
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007 40 10 56	6490 Oth	Supplies/Mate	∍r			27.12	
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009 40 10 56	6490 Oth	Supplies/Mate	er		2	277.29	
D 714.96	C 712	.16		Itm 13		2.80	
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You will notice that the document is now out of balance.

1) Click <u>once</u> on the original transaction. 2) Edit – Select "Edit" on the menu bar. 3) Delete - "Delete item".

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003 40 10 5	6490 Oth Suppli	es/Mater		4.46
004 50 10 23	2197 A/P - VISA	- (Clear)		4.46-
005 40 10 5	6490 Oth Suppli	es/Mater	Click <u>once</u> on	25.60
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009 40 10 5	6490 Oth Suppli	es/Mater		277.20
D 714.96	C 712.16		Itm 13	2.80

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.

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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.

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009 40 10	56490 (	)th Supplies/Mat	.er			277.20

**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.

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			ge G/L A	Account Item
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G/L account	22197	Accounts P	ayable - VIS/	A- (Clearing)
Company code	1 The Un	iversity of M	iss.	
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Item no. 27 Credit e	entry/50			Place your cursor in the
Amount	2.80	USI	D	"Business area" box and type
Business area	10			P 1
				in the new business area.
Purchasing doc.				· · · · · · · · · · · · · · · · · · ·
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Next line item				neius on uns page.
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Back arrow – Click on the back icon (green back arrow) or the overview icon.