### Procurement Card - Small Purchase Visa Card

**FAST ENTRY**
The University of Mississippi
End User Documentation – ERP 2005
6/2008

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**FAST ENTRY**

**IMPORTANT NOTES:** Fast Entry can be used when changing cost centers or internal orders and/or when changing from one commodity G/L account to another.

If you need to split a transaction, do not use fast entry for that transaction. Click overview icon and make changes from “Post Parked Document: Overview” screen.

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<table>
<thead>
<tr>
<th>R/3 Path</th>
<th>&gt; Accounting &gt; Financial Accounting &gt; General Ledger &gt; Document &gt; Parked document &gt; Post/delete [double-click]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Code</td>
<td>FBV0</td>
</tr>
</tbody>
</table>

**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.

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**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).

**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.

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**Fast Entry – See pages 3–8 for SAP Screen Shots**
FAST ENTRY

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

OR use Transaction Code: FBV0

Use Command Field for Transaction Code
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.
IMPORTANT NOTE: Fast Entry can be used when changing cost centers or internal orders and/or when changing from one commodity G/L account to another.

At the “Post Parked Document: Overview” screen, click on Fast entry icon.

**Fast Entry Screen –**
- PK = Posting Key
  - 40 for debits
  - 50 for credits
- Account = G/L account number
- Amount = Transaction amount
- Cost ctr = Cost Center (Business area 10)
- Order = Internal Order (Business area 25 or 30)
- BusA = Business area
Changing G/L Accounts –
1 - Delete default G/L account.
2 - Type new G/L account.

NOTE: Do not save/post the document until all changes have been made!!
Changing Cost Center/Internal Orders –
1- Delete default Cost Center/Internal Order.
2- Type new Cost Center/Internal Order.
3- Business Area MUST match new Cost Center/Internal Order.
   Remember the VISA line must also match.

**NOTE:** Do not save/post the document until all changes have been made!!