

**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**

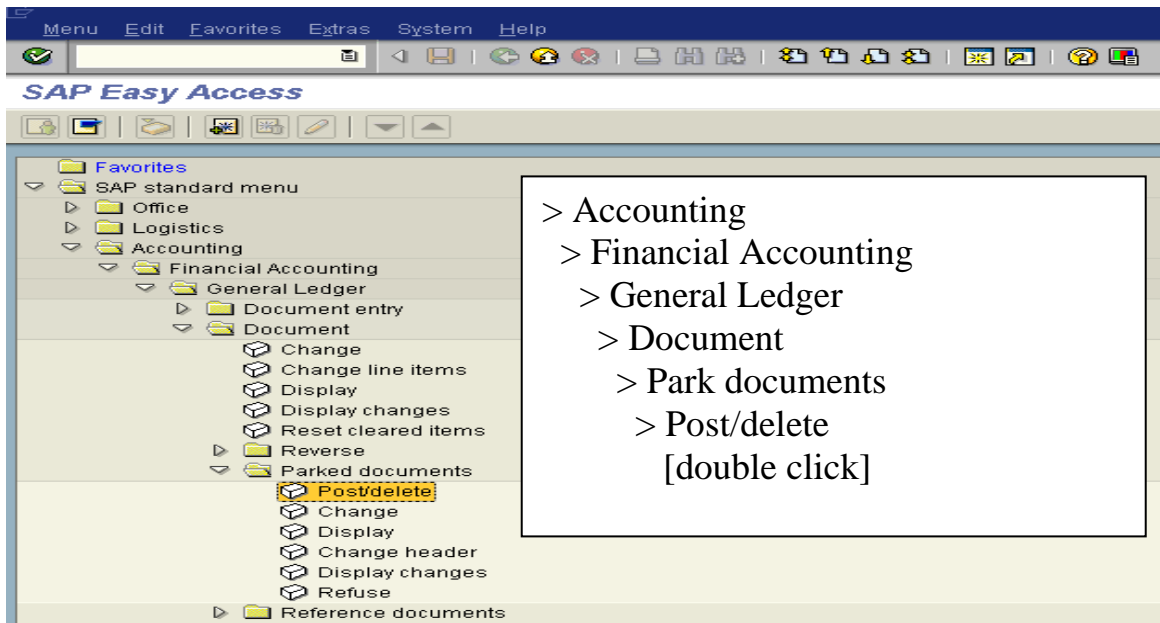
R/3 Path	> Accounting > Financial Accounting > General Ledger > Document > Parked document > Post/delete [double-click]
Transaction Code	FBV0
<b>NOTE:</b>	PK (Posting Keys) – 40 for debits 50 for credits
<b>NOTE:</b>	Do not save/post the document until <b><u>ALL</u></b> changes have been made.
<b>NOTE:</b>	The posting date <b><u>must</u></b> be changed to the actual date that the document is being posted.
<b>Open Document</b>	
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.
<b>NOTE:</b>	If you don't know the document number, see Overview handout.
<b>Change Posting Date</b>	
Change Posting Date	The posting date must be changed to the actual date that the document is being posted (follow steps A - C).
<b>A</b> – Document header Icon	Left click on Document header Icon (Hat).
<b>B</b> – Posting date	Change posting date, but <b>ONLY</b> the posting date.
<b>C</b> - Return	Return to previous page, use <i>back arrow icon or overview icon</i> .
Error(s)	If you receive an error message call Shelley @ 7449.
By using the <i>back arrow or overview icon</i> - 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
<b>NOTE:</b>	Order = Internal Order in the “Coding Block”
Enter	Left click on Green Check (bottom of box) or press enter on keyboard.
<b>NOTE:</b>	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. <b>DO NOT CHANGE!!!</b>
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.
<b>NOTE:</b>	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.
<b>NOTE:</b>	Do not save/post the document until <b>ALL</b> changes have been made.
<b>Changing the Business Area</b>	
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. <b>DO NOT</b> change any other fields on this page.
Back arrow	Click on the green check.

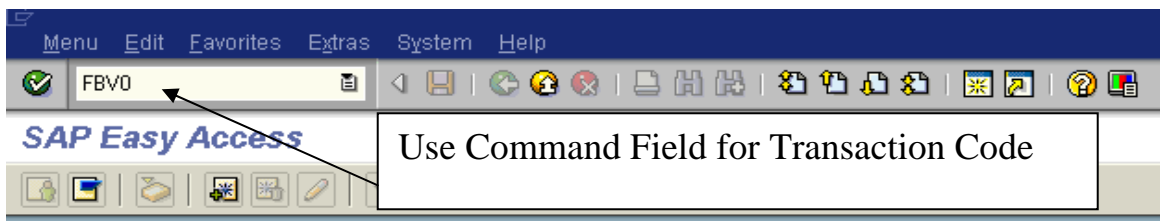
**Procurement Card - Small Purchase Visa Card**  
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SAP Screen Shots  
The University of Mississippi  
End User Documentation – ERP 2005  
6/2008

**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



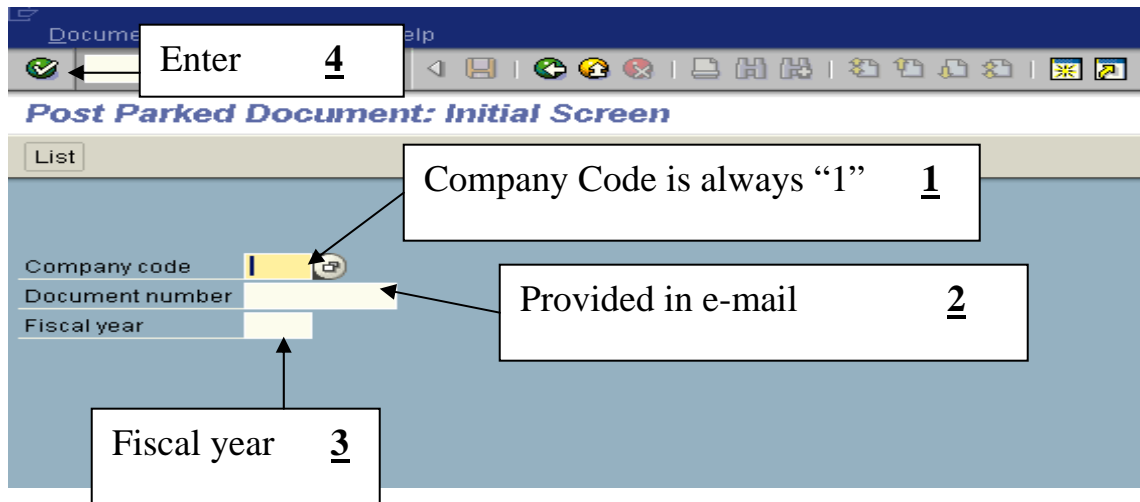
## Open Document

**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.

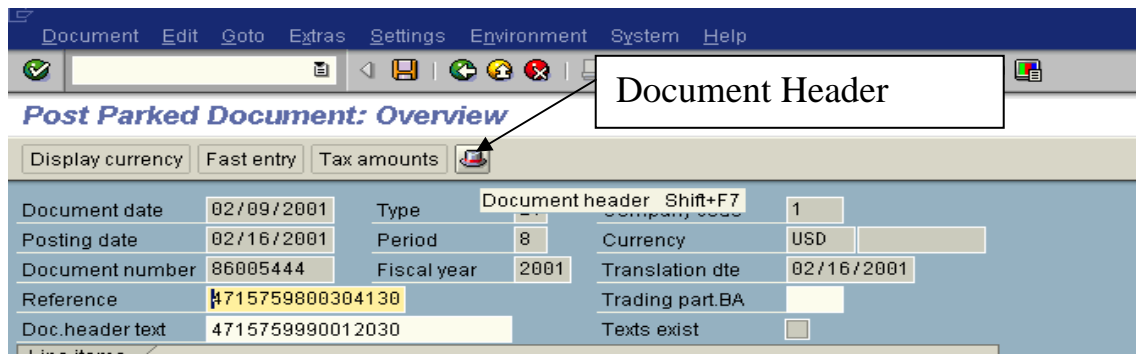


NOTE: If you don't know the document number, see Overview handout.

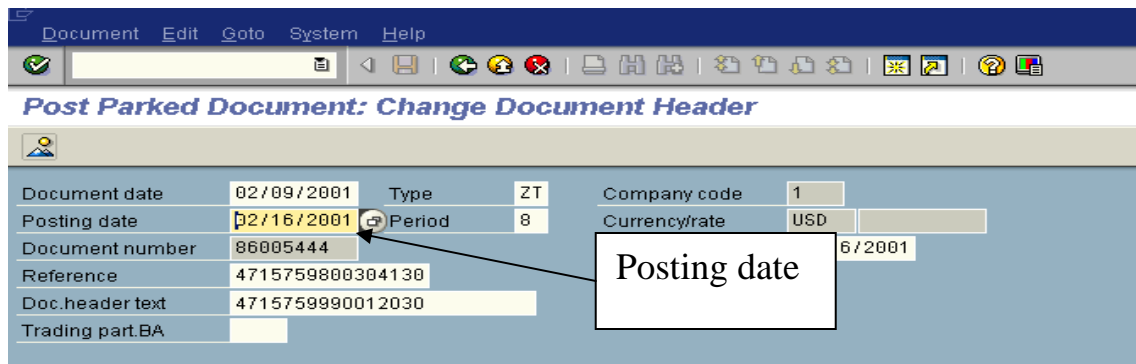
## Change Posting Date

**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.

**Post Parked Document: Overview**

Display currency Fast entry Tax amounts

Document date 08/04/2000 Type ZT Company code 1  
 Posting date 08/11/2000 Period 2 Currency USD  
 Document number 86000194 Fiscal year 2001 Translation dte 08/11/2000  
 Reference 4715759800282013 Trading part.BA  
 Doc.header text 4715759990012030 Texts exist

**Line items**

Itm	PK	BusA	Acct no.	Description	Tx	Amount
001	40	10	56490	Oth Supplies/Mater		2.80
002	50	10	22197	A/P - VISA - (Clear)		2.80-
003	40	10	56490	Oth Supplies/Mater		4.46
004	50	10	22197	A/P - VISA - (Clear)		4.46-
005	40	10	56490	Oth Supplies/Mater		25.60
006	50	10	22197	A/P - VISA - (Clear)		25.60-
007	40	10	56490	Oth Supplies/Mater		27.12
008	50	10	22197	A/P - VISA - (Clear)		27.12-
009	40	10	56490	Oth Supplies/Mater		277.20
<b>D 712.16</b>						<b>C 712.16</b>
						<b>Itm 12</b>
						<b>0.00</b>

**Other line items**

PstKy Account Sp.G/L Trans.type New co.code

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.

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.

**Post Parked Document: Change G/L Account Item**

Fast entry Tax amounts

G/L account 56490 Other Supplies and Materials  
Company code 1 The University of Miss.

Item no. 1 / Debit entry / 40  
Amount 2.80 USD  
Tax code   Calculate tax  
Funds center IT Earmarked funds   Done  
Commitment item COMMODITY Fund 100440000A  
Cost center 100443001A  More  
Purchasing doc.  Quantity   
Assignment 100443001A  
Text OLE MISS BOOKSTORE U , UNIVERSITY , MS

Next line item  
PstKy 40 Account 56140  Sp.G/L  Trans.type  New co.code

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

**Post Parked Document: Enter G/L Account Item**

Fast entry Tax amounts

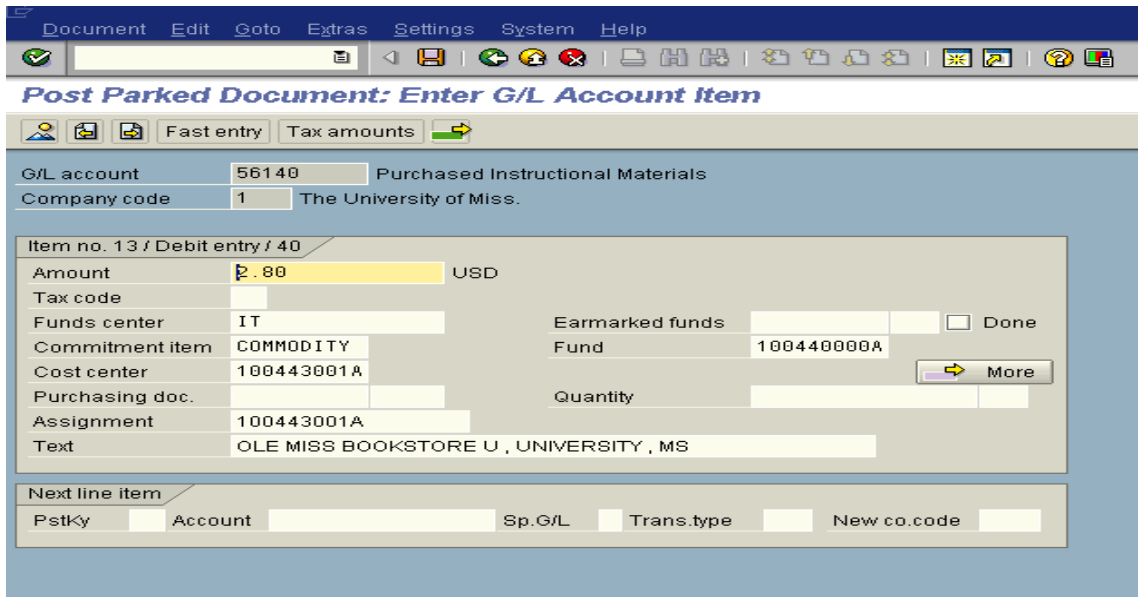
G/L account 56140 Purchased Instructional Materials  
Company code 1 The University of Miss.

Item no. 13 / Debit entry / 40  
Amount  USD  
Tax code   Calculate tax  
Funds center  Earmarked funds   Done  
Commitment item COMMODITY Fund   
Cost center   More  
Purchasing doc.  Quantity   
Assignment   
Text

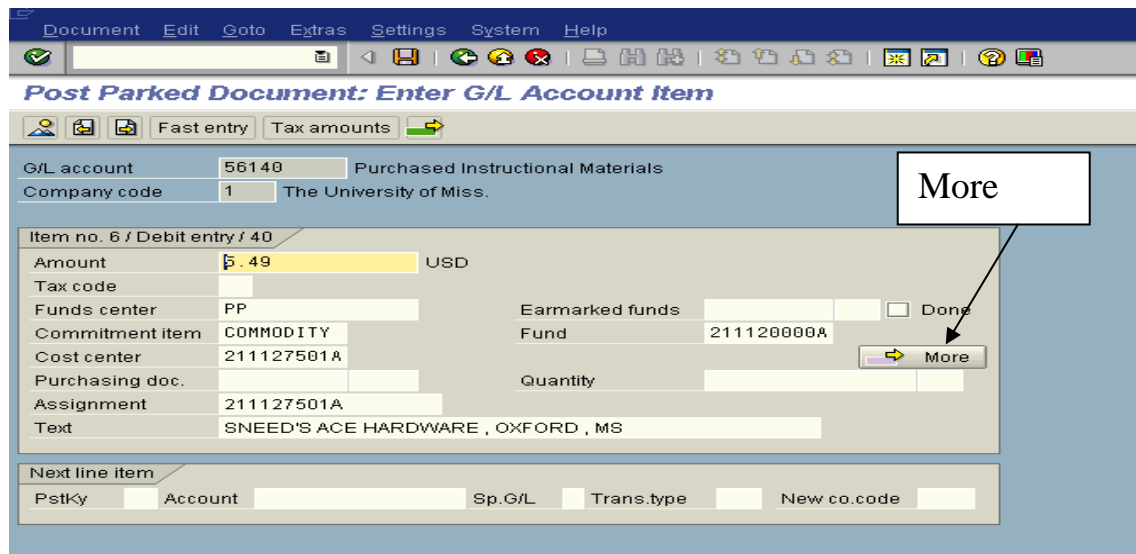
Next line item  
PstKy  Account  Sp.G/L  Trans.type  New co.code

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.

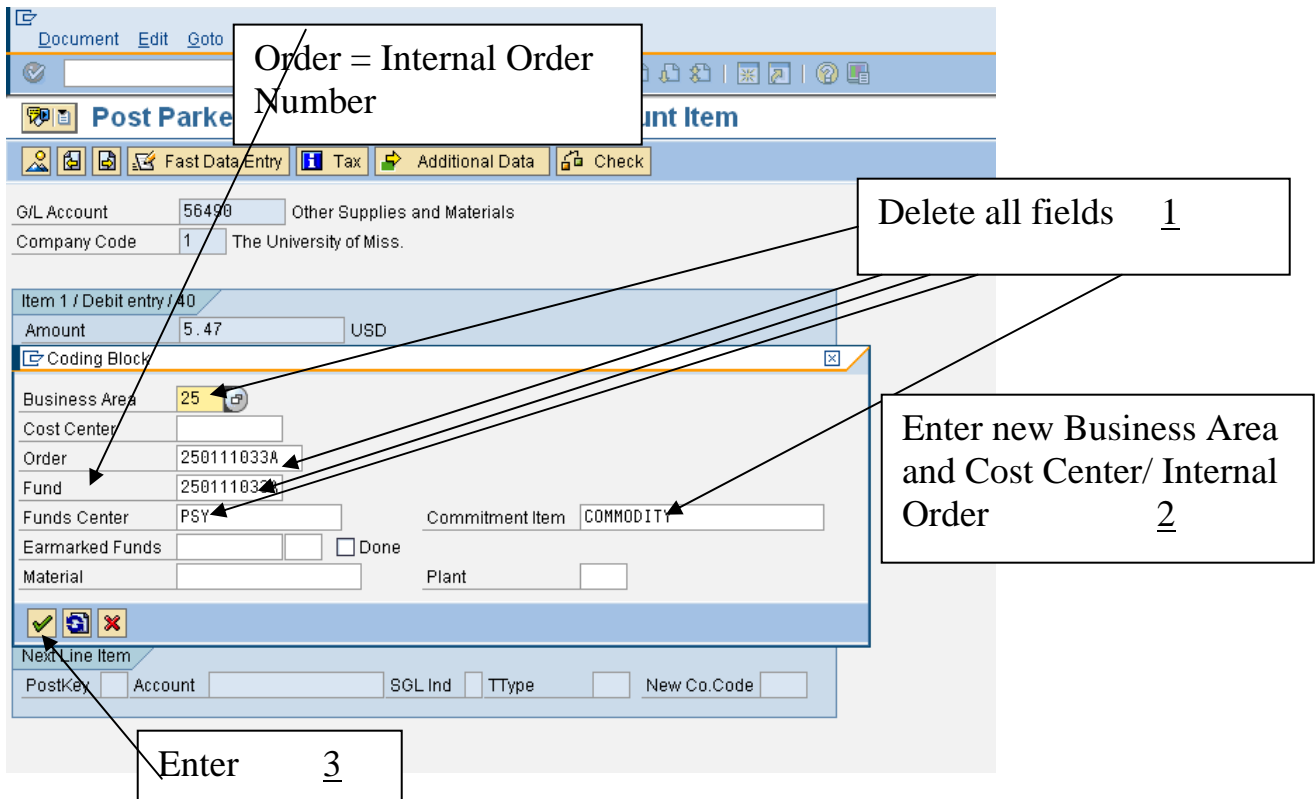


At the “Coding Block” screen, wipe out the data in all of the fields.

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.

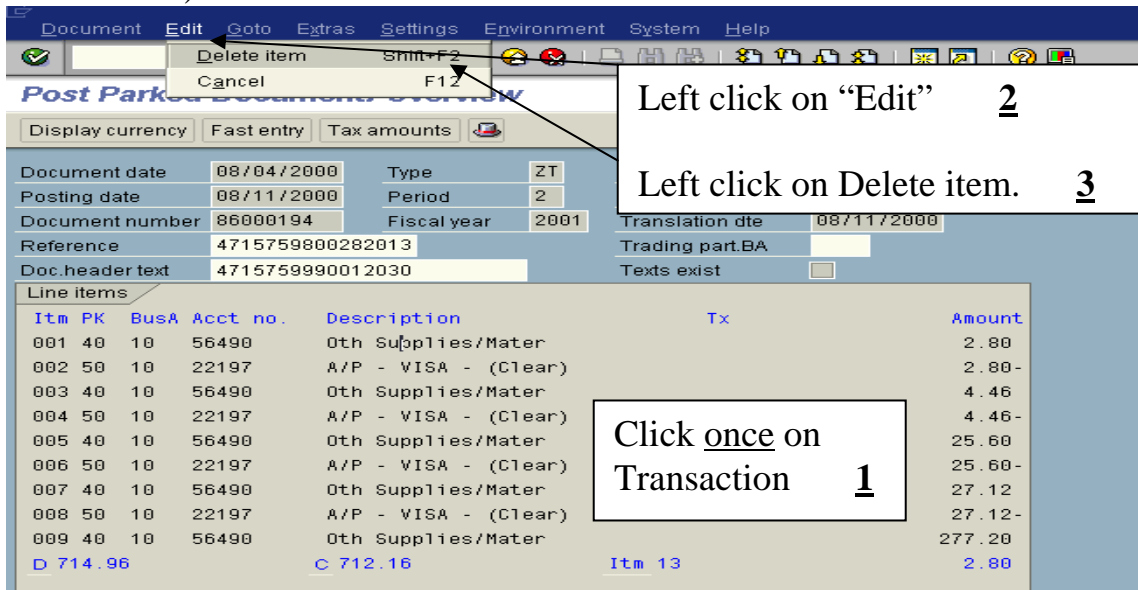
Document date: 08/04/2000, Type: ZT, Company code: 1  
 Posting date: 08/11/2000, Period: 2, Currency: USD  
 Document number: 86000194, Fiscal year: 2001, Translation dte: 08/11/2000  
 Reference: #715759800282013, Trading part.BA:  
 Doc.header text: 4715759990012030, Texts exist:

Itm	PK	BusA	Acct no.	Description	Tx	Amount
001	40	10	56490	0th Supplies/Mater		2.80
002	50	10	22197	A/P - VISA - (Clear)		2.80-
003	40	10	56490	0th Supplies/Mater		4.46
004	50	10	22197	A/P - VISA - (Clear)		4.46-
005	40	10	56490	0th Supplies/Mater		25.60
006	50	10	22197	A/P - VISA - (Clear)		25.60-
007	40	10	56490	0th Supplies/Mater		27.12
008	50	10	22197	A/P - VISA - (Clear)		27.12-
009	40	10	56490	0th Supplies/Mater		277.20
D 714.96						
C 712.16						
Itm 13						2.80

Other line items

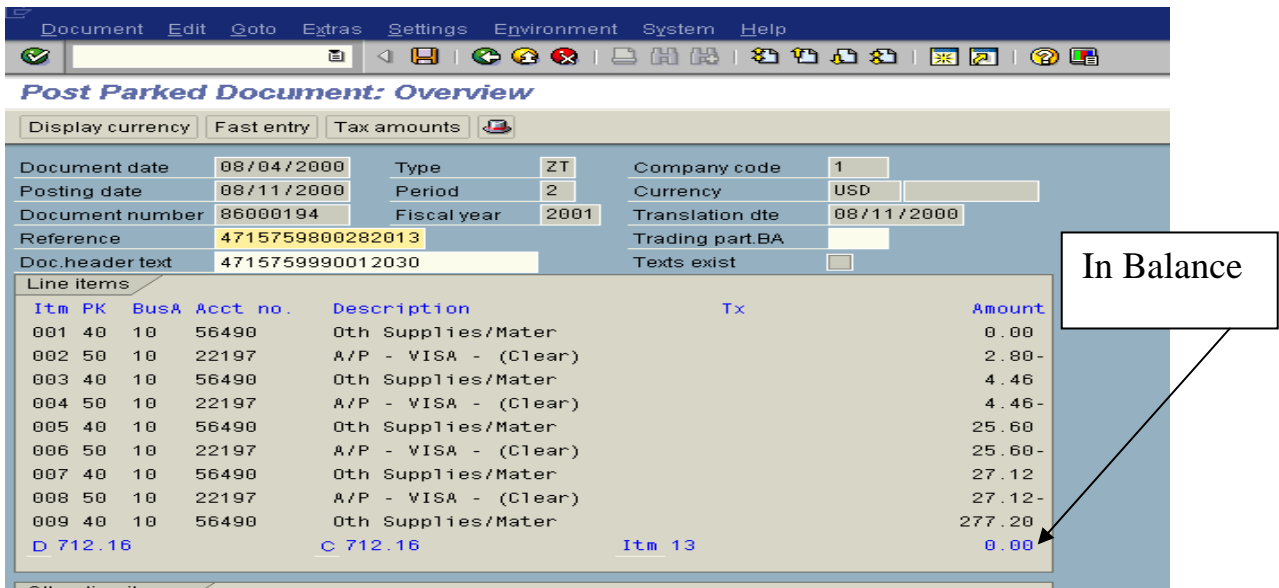
Out Of Balance

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 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.



**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.

Document date: 08/04/2000, Type: ZT, Company code: 1  
Posting date: 08/11/2000, Period: 2, Currency: USD  
Document number: 86000194, Fiscal year: 2001, Translation dte: 08/11/2000  
Reference: 4715759800282013, Trading part.BA:  
Doc. header text: 4715759990012030, Texts exist:

Itm	PK	BusA	Acct no.	Description	Amount
001	40	10	56490	Oth Supplies/Mater	2.80
002	50	10	22197	A/P - VISA - (Clear)	2.80-
003	40	10	56490	Oth Supplies/Mater	4.46
004	50	10	22197	A/P - VISA - (Clear)	4.46-
005	40	10	56490	Oth Supplies/Mater	25.60
006	50	10	22197	A/P - VISA - (Clear)	25.60-
007	40	10	56490	Oth Supplies/Mater	27.12
008	50	10	22197	A/P - VISA - (Clear)	27.12-
009	40	10	56490	Oth Supplies/Mater	277.20

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.

G/L account: 22197, Accounts Payable - VISA - (Clearing)  
Company code: 1, The University of Miss.

Item no. 2 / Credit entry / 50  
Amount: 2.80, USD  
Business area: 10

Purchasing doc.:  
Value date:  
Assignment: 4715759990012030  
Text:

Next line item  
PstKy: Account Sp.G/L

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.