Procurement Card - Small Purchase Visa Card
Splitting a Transaction Between Two Cost Centers/Internal Orders
The University of Mississippi
End User Documentation – ERP 2005
6/2008

Splitting a Transaction Between Two Cost Centers/Internal Orders

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	
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.	
Select 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. (View SAP Screen Shot – page 7).
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.
Change amount	Change the amount.
"More" Icon	Left click on the "More" Icon.
Coding Block	At the "Coding Block" screen, wipe out the data in all fields.
Business Area	Enter appropriate Business Area.
Cost Center/Internal Order	Enter appropriate Cost Center/Internal Order.
Enter	Left click on green check (bottom of box) or press enter on keyboard.
Posting Keys	Under the "Next line Item" section, re-post the transaction by entering in the same posting key (either "40" or "50") and entering the G/L account number.
Enter	Left click on the Enter icon or press enter on enter on keyboard.
Second Blank Screen should appear - repeat the same steps	
Paste	Ctr-V to paste
Change Amount	Change amount.
More Icon	Left click on more icon.
Delete Data	At the "Coding Block" screen, wipe out the data in all fields.
Business Area	Enter appropriate business area.
Cost Center/Internal order	Enter appropriate cost center/internal order
Enter	Left click on green check (bottom of box) or press enter on keyboard.
Overview Screen	Left click on back arrow icon or overview icon – this should take you back to the "Post Parked Document: Overview" screen.
Original Line Item	Single left click on the line item you just split.
Delete Original Line Item	Menu Path on the Top Blue Line > Edit > Delete item
NOTE:	If you split a line item between two different business areas, you must also split the VISA line. This entails creating a second VISA line. (See pages 12 - 17
SAVE	**If** you did not split the VISA line and **all changes** have been made. Left click on the SAVE icon (diskette).

Procurement Card - Small Purchase Visa Card
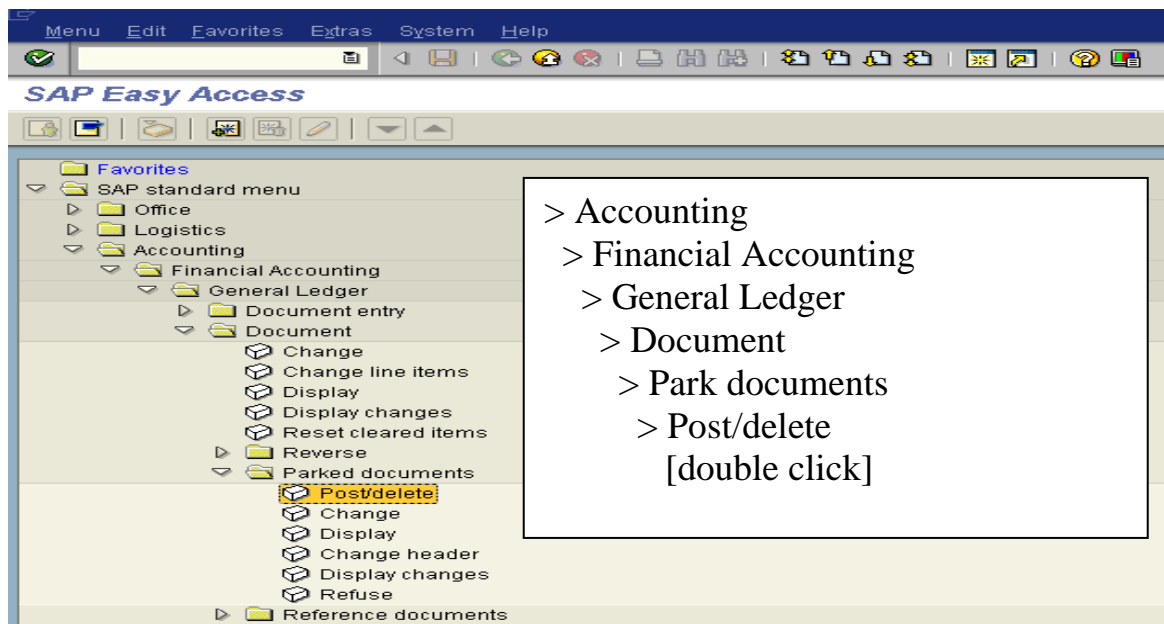**Splitting a Transaction Between Two Cost Centers/Internal Orders**
SAP Screen Shots
The University of Mississippi
End User Documentation – ERP 2005
6/2008

Splitting a Transaction Between Two Cost Centers/Internal Orders

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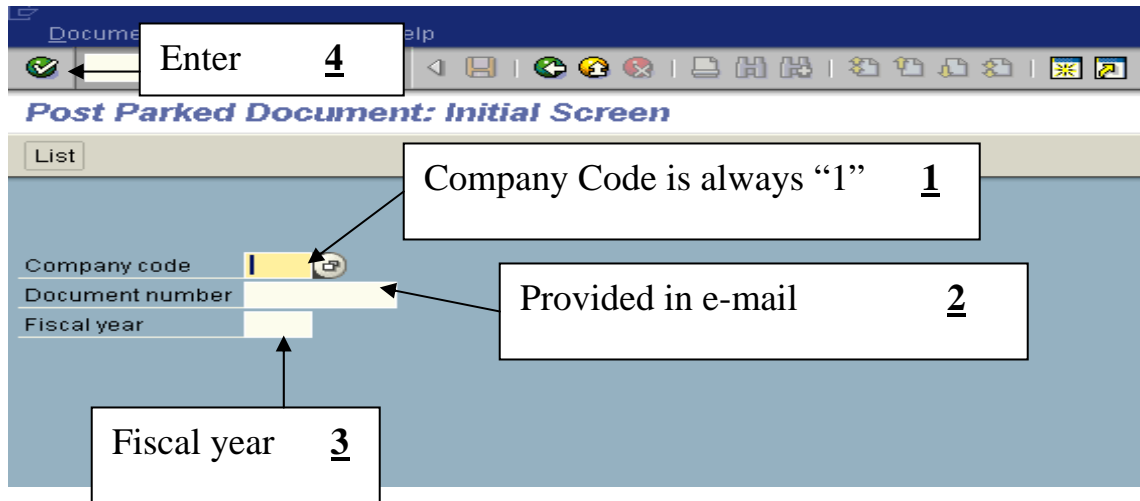

> Accounting
> > Financial Accounting
>   > General Ledger
>   > Document
>   > Park documents
>   > Post/delete
>   [double click]

OR use Transaction Code: FBV0

Use Command Field for Transaction Code
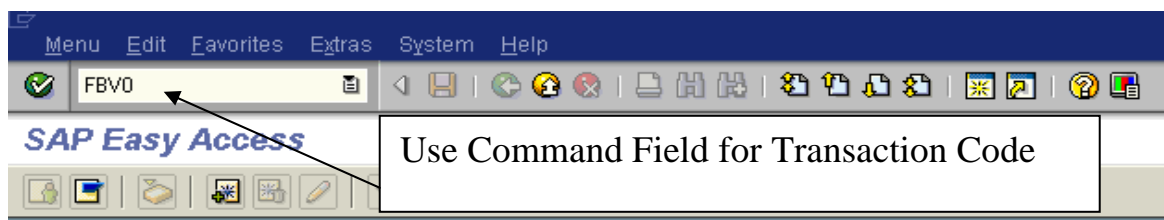
Open Document

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 <u>ONLY</u> the posting date. Back Arrow. Answer "No".

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

Select Transaction: At the Post Parked Document: Overview screen, double click on the transaction to be changed.

Double click on the transaction to be changed.

Copy Data: 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 corner of the amount field. Drag the cross-cursor with your mouse to select the entire section of data.

Post Parked Document: Change G/L Account Item

Document Edit Goto Extras Settings Environment System Help

| Fast Data Entry | Tax | |

G/L Account   56490   Other Supplies a...
Company Code   1   The University of Miss.

Item 1 / Debit entry / 40

Amount	4.85	USD
Tax Code		☐ Calculate tax
Cost Center	100634007A	
Fund	100630000A	
Funds Center	PUB	Commitment Item COMMODITY
Earmarked Funds		☐ Done	⇨ More
Purchasing Doc.		Quantity
Assignment	100634007A	
Text	THE HOME DEPOT #2914 , OXFORD , MS	🗟 Long Texts

> Place the 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

Example of highlighted area. Once data is highlighted, "Ctrl-C" to copy data.

Post Parked Document: Change G/L Account Item

Document Edit Goto Extras Settings Environment System Help

| Fast Data Entry | Tax | ⇨ Additional Data | Check |

G/L Account   56490   Other Supplies and Materials
Company Code   1   The University of Miss.

Item 1 / Debit entry / 40

Amount	4.85	USD
Tax Code		☐ Calculate tax
Cost Center	100634007A	
Fund	100630000A	
Funds Center	PUB	Commitment Item COMMODITY
Earmarked Funds		☐ Done	⇨ More
Purchasing Doc.		Quantity
Assignment	100634007A	
Text	THE HOME DEPOT #2914 , OXFORD , MS	🗟 Long Texts

Posting Key: Under the "next line Item" section, re-post the transaction by entering in the same posting key (either "40" or "50") and entering the G/L account number.

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

Example of screen:

Paste Data: At the "Post Park Documents: 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 Data: Verify everything posted correctly.

Change Amount: Change amount, then left click on "More" Icon.

Coding Block: At the "Coding Block" screen, wipe out the data in all of the fields.

Example: All fields blank.

Business Area & Cost Center/Internal Order: 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.

Posting Keys: Under the "next line Item" section, re-post the transaction by entering in the same posting key (either "40" or "50") and entering the G/L account number.

Enter – Left click on the Enter icon or press the Enter on your keyboard. Second Blank Screen should appear – repeat the same steps.

Paste - Ctrl-V to paste.
Change Amount – Change amount.
More Icon – Left click on more icon.
Deleted data – blank out all data on the screen.
Business Area and Cost Center/Internal Order - Enter second business area and cost center/internal order.
Enter – Press enter on keyboard.

Go back to "Post Parked Document: Overview" screen – Left click on back arrow icon, or overview icon - this should take you back to the "Post Parked Document: Overview" screen.

Original Line item – Single left click on the line item you just split (your cursor should be on the line item).

Delete original line – Menu Path on the Top Blue Line
> Edit >Delete item

Note: If you split a line item between two different business areas, you must also split the VISA line. This entails creating a second VISA line.

If you did not split the VISA line and all changes have been made – **SAVE**.

Splitting the VISA Line

Select Appropriate VISA line: Double click on the appropriate VISA line transaction.

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 corner of the amount field. Drag the cross-cursor with your mouse to select the entire section of data.

Place the cross-cursor on the top left corner of the amount field.

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

Example of highlights area. Once data is highlighted, "Ctrl-C" to copy data.

Under the "next line item" section, re-post the transaction by entering in the same posting key (either "40" or "50") and entering the G/L account number (22197 – ALWAYS for VISA).

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

At the "Post Park Documents: 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.

Change Amount – Change amount to fit the appropriate business area.

Posting Keys - Under the "next line item" section, re-post the transaction by entering in the same posting key (either "40" or "50") and entering the G/L account number (22197 – ALWAYS for VISA).

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

Repeat steps again.
Ctl-V – Paste
Change amount - Change amount to match appropriate business area (business area also may need to be changed – example: Changing from 10 to 30).

Go back to "Post Parked Document: Overview" screen – Left click on back arrow, this should take you back to the "Post Parked Document: Overview" screen.

Out of Balance - Your document should be out of balance by the amount of VISA document.

VISA Line - Left click once on the appropriate VISA Line.

Delete Visa Line - > Edit > Delete Item

Balance – Check Overview screen, it should now be in balance.

VISA Line – Double click on Visa Line that you just deleted.

Additional Data – Double click on "Additional Data" icon.

"Additional Data" Icon

Reference key 3 – Highlight and copy Reference key 3 date (Ctr-l C to copy).

Reference key3 - Date

Go back– Left click on back arrow, this should take you back to the "Post Parked Document: Overview Screen.

VISA Line – Double click on the first VISA Line that you created. This will take you to the "Post Parked Document: Change G/L Account Item" Screen. Left click on the "Additional Data" icon – your screen should look like this:

Post Reference key 3 date (Ctr-l V to Paste).

Go back to "Post Parked Document: Overview" screen – Left click on back arrow, this should take you back to the "Post Parked Document: Overview" screen.

Repeat steps again for Other VISA lines you entered.

VISA Line – Double click on appropriate Visa Line (second Visa Line).
Additional Data – Double click on "Additional Data" icon (located on the function bar).

Reference key 3 - Left click in the Reference key 3 field.

Post Reference key 3 date (Ctr-l V to Paste).

Go back to "Post Parked Document: Overview" screen.

If the Overview Screen is in balance – SAVE

Post Parked Document: Overview

Currency | Fast Data Entry | Tax | Document Header | Check

Document Date	03/10/2006	Type ZT	Company Code 1
Posting Date	04/03/2006	Period 10	Currency USD
Document Number 86006634	Fiscal Year 2006	Translatn Date 03/14/2006
Reference	4715759800263534	Trading part.BA
Doc.Header Text	4715759990012030	Texts exist	Net entry

Line items

Itm	PK	BusA	Acct no.	Description	Tx	Amount
001	40	10	56490	Oth Supplies/Mater		0.00
002	50	10	22197	A/P - VISA - (Clear)		0.00
003	40	10	56490	Oth Supplies/Mater		23.44
004	50	10	22197	A/P - VISA - (Clear)		23.44-
005	40	10	56490	Oth Supplies/Mater		230.66
006	50	10	22197	A/P - VISA - (Clear)		230.66-
007	40	25	56490	Oth Supplies/Mater		2.85
008	40	10	56490	Oth Supplies/Mater		2.00
009	50	25	22197	A/P - VISA - (Clear)		2.85-
D 258.95			C 258.95		Itm 10	0.00

Other line items

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