

**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 <u>ALL</u> changes have been made.
NOTE:	The posting date <u>must</u> 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 <u>must</u> 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 <i>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.	
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	Ctrl-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

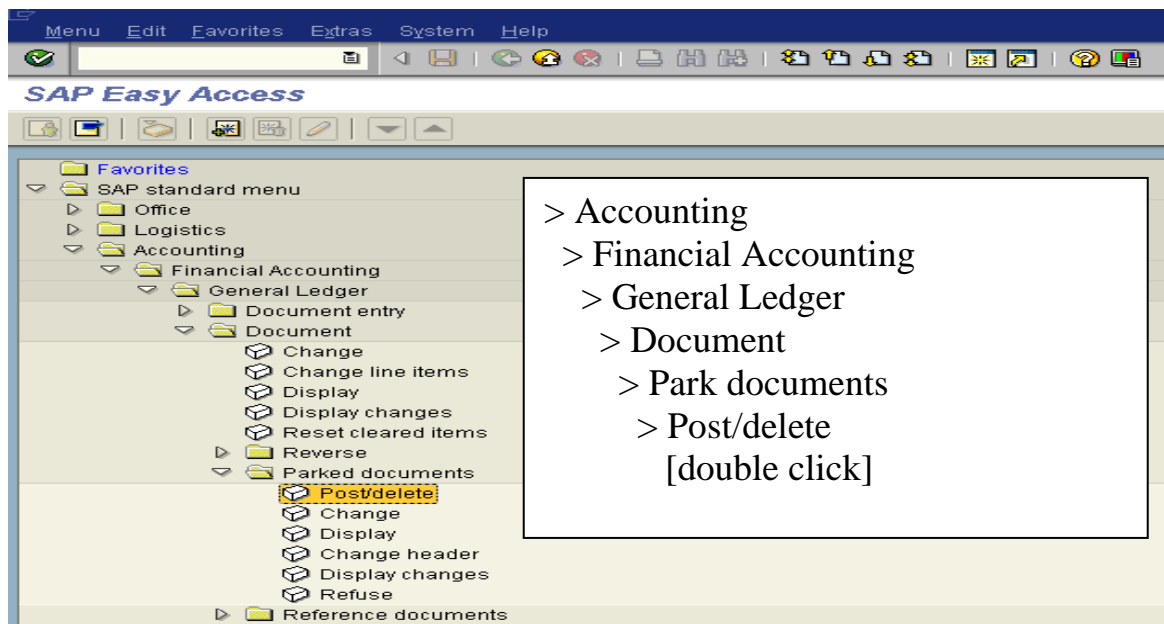
SAP Screen Shots

The University of Mississippi
End User Documentation – ERP 2005

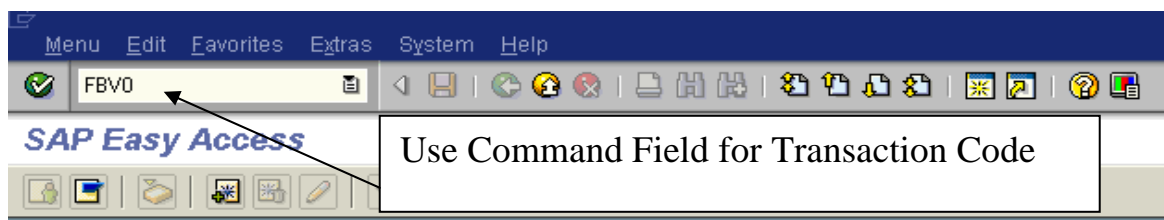
6/2008

Splitting a Transaction Between Two Cost Centers/Internal Orders

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



OR use Transaction Code: FBV0



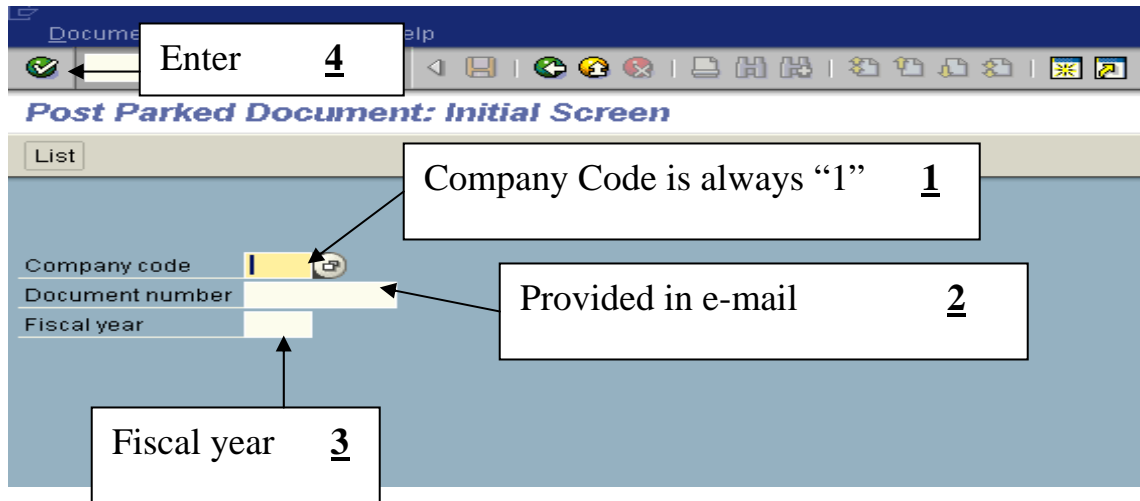
Open Document

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.

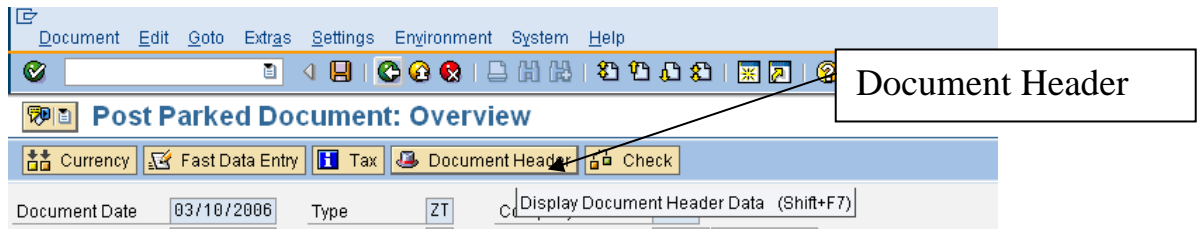


NOTE: If you don't know the document number, see Overview handout.

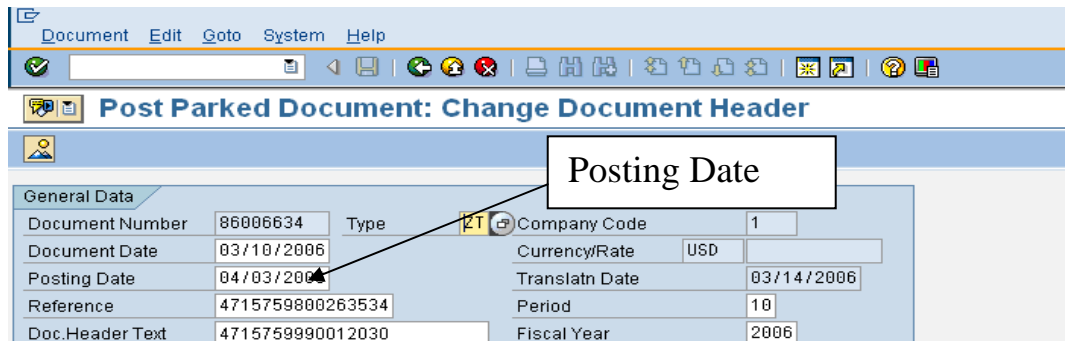
Change Posting Date

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. Back Error. 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.

Post Parked Document: Overview

Currency Fast Data Entry Tax Document Header Check

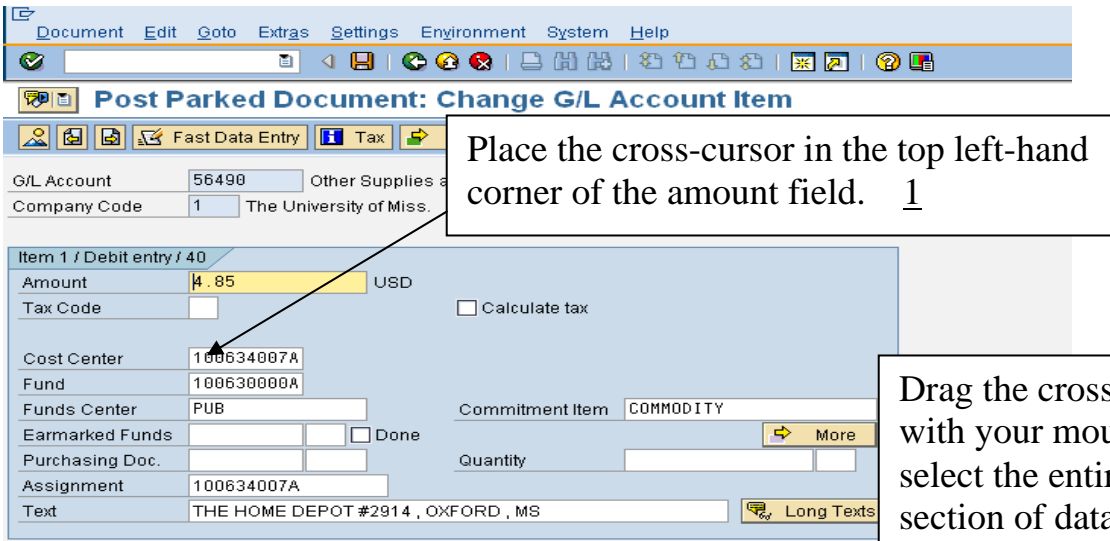
Document Date 03/10/2006 Type ZT Company Code 1
Posting Date 04/03/2006 Period 10 Currency USD
Document Number 86006634 Fiscal Year 2006 Translatn Date 03/14/2006
Reference 4715759800263534 Trading part.BA
Doc.Header Text 4715759990012030 Texts exist Net

Line items

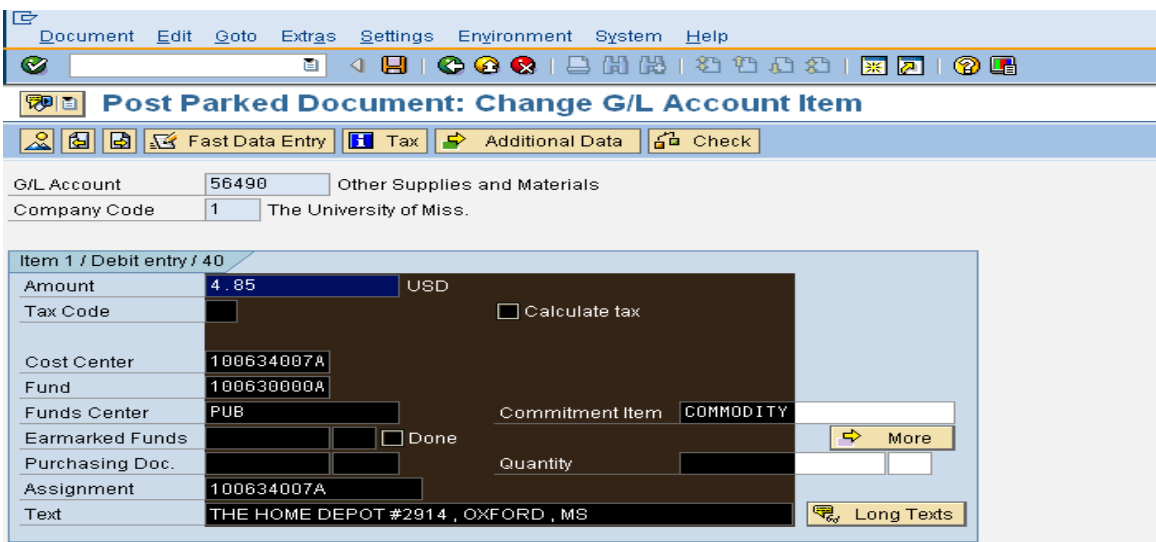
Itm PK	BusA	Acct no.	Description	Tx
001	40	10 56490	Oth Supplies/Mater	
002	50	10 22197	A/P - VISA - (Clear)	
003	40	10 56490	Oth Supplies/Mater	
004	50	10 22197	A/P - VISA - (Clear)	
005	40	10 56490	Oth Supplies/Mater	
006	50	10 22197	A/P - VISA - (Clear)	

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.



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



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.

Document Edit Goto Extras Settings Environment System Help

Post Parked Document: Change G/L Account Item

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

Purchasing Doc. Quantity

Assignment 100634007A
 Text THE HOME DEPOT #2914 , OXFORD , MS

Next Line Item

PostKey 40 Account 56490 L Ind TType New Co.Code

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

Example of screen:

Document Edit Goto Extras Settings Environment System Help

Post Parked Document: Enter G/L Account Item

Fast Data Entry Tax Additional Data Check

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

Item 7 / Debit entry / 40

Amount USD
 Tax Code Calculate tax

Cost Center
 Fund
 Funds Center Commitment Item COMMODITY
 Earmarked Funds Done

Purchasing Doc. Quantity

Assignment
 Text

Next Line Item

PostKey Account SQL Ind TType New Co.Code

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.

Document Edit Goto Extras Settings Environment System Help

Post Parked Document: Enter G/L Account Item

Fast Data Entry Tax Additional Data Check

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

Item 7 / Debit entry / 40

Amount 4.85 USD
Tax Code

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

Next Line Item
PostKey Account SGL Ind TType New Co.Code

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

Document Edit Goto Extras Settings Environment System Help

Post Parked Document: Enter G/L Account Item

Fast Data Entry Tax Additional Data Check

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

Item 7 / Debit entry / 40

Amount 2.00 USD
Tax Code

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

Next Line Item
PostKey Account SGL Ind TType New Co.Code

“More” Icon

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

Document Edit Goto Extras Settings Environment System Help

Post Parked Document: Enter G/L Account Item

Fast Data Entry Tax Additional Data Check

G/L Account 56498 Other Supplies and Materials
Company Code 1 The University of Miss.

Item 7 / Debit entry / 40
Amount 2.00 USD

Coding Block

Business Area
Cost Center 100634007A
Order
Fund 100630000A
Funds Center PUB Commitment Item COMMODITY
Earmarked Funds Done
Material Plant

Example: All fields blank.

Document Edit Goto Extras Settings System Help

Post Parked Document: Enter G/L Account Item

Fast entry Tax amounts

Coding Block

Business area
Cost center
Order
Commitment item
Funds center Fund
Material Plant
Earmarked funds Done

Assignment 100210305A

Business Area & Cost Center/Internal Order: Enter the new Business area and Cost Center/Internal Order.

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

The screenshot shows the 'Change G/L Account Item' window. The 'Coding Block' section is highlighted, containing the following fields:

Business Area	25
Cost Center	
Order	250630700A
Fund	250630700A
Funds Center	PUB
Commitment Item	COMMODITY
Earmarked Funds	<input type="checkbox"/> Done
Material	
Plant	

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

The screenshot shows the 'Change G/L Account Item' window with the main data entry section. The 'Amount' field is highlighted in yellow and contains '2.00'. Other fields include:

Amount	2.00	USD
Tax Code		
Cost Center		
Fund	250630700A	
Funds Center	PUB	
Commitment Item	COMMODITY	
Earmarked Funds	<input type="checkbox"/> Done	<input type="button" value="More"/>
Purchasing Doc.		Quantity
Assignment	100634007A	
Text	THE HOME DEPOT #2914 , OXFORD , MS	<input type="button" value="Long Texts"/>

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.

The screenshot shows the 'Next line item' section with the following fields:

PostKey	40
Account	56490
G/L	
Trans.type	
New co.code	

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.

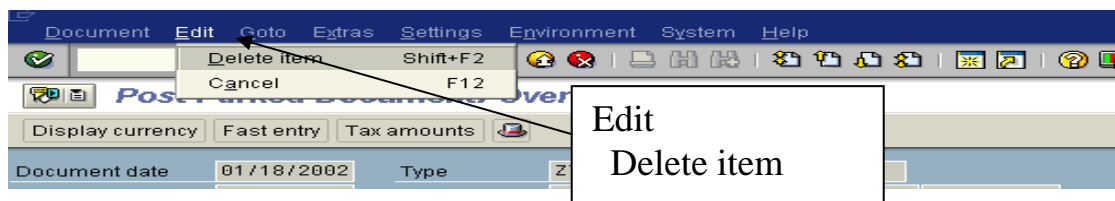
Business Area and Cost Center/Internal Order - Enter second business area and cost center/internal order.

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.

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)		4.85-
	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

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.

G/L Account: 22197 Accounts Payable - VISA -
Company Code: 1 The University of Miss.

Item 2 / Credit entry / 50
Amount: 4.85 USD
Fund:
Funds Center: ACCT Commitment Item: CLEARING
Purchasing Doc.:
Value date:
Assignment: 4715759990012030
Text: THE HOME DEPOT #2914 , OXFORD , MS

Next Line Item
PostKey: Account: SGL Ind: TType: New Co.Code:

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

Document Edit Goto Extras Settings System Help

Post Parked Document: Change G/L Account Item

Fast entry Tax amounts

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

Item no. 6 / Credit entry / 50

Amount	79.95	USD
Business area	10	
Purchasing doc.		
Value date		
Assignment	4715759990012030	
Text		

More

Next line item

PostKey Account Sp.G/L 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 G/L account number (22197 – ALWAYS for VISA).

Document Edit Goto Extras Settings Environment System Help

Post Parked Document: Change G/L Account Item

Fast Data Entry Tax Additional Data Check

G/L Account 22197 Accounts Payable - VISA - (Clearing)
Company Code 1 The University of Miss.

Item 2 / Credit entry / 50

Amount	4.85	USD
Fund		
Funds Center	ACCT	Commitment Item CLEARING
Purchasing Doc.		
Value date		
Assignment	4715759990012030	
Text	THE HOME DEPOT #2914 , OXFORD , MS	Long Texts

More

Next Line Item

PostKey 50 Account 22197 Sp.G/L Ind TType New Co.Code

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

Document Edit Goto Extras Settings Environment System Help

Post Parked Document: Overview

Currency Fast Data Entry Tax Document Header Check

Document Date 03/10/2006 Type ZT
 Posting Date 04/03/2006 Period 10
 Document Number 86006634 Fiscal Year 2006
 Reference 4715759800263534
 Doc.Header Text 4715759990012030

Click on appropriate VISA line 2

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)		4.85-
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				263.80		
						Itm 10
						4.85-

Other line items

Out of Balance 1

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

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

Document Edit Goto Extras Settings Environment System Help

Post Parked Document: Overview

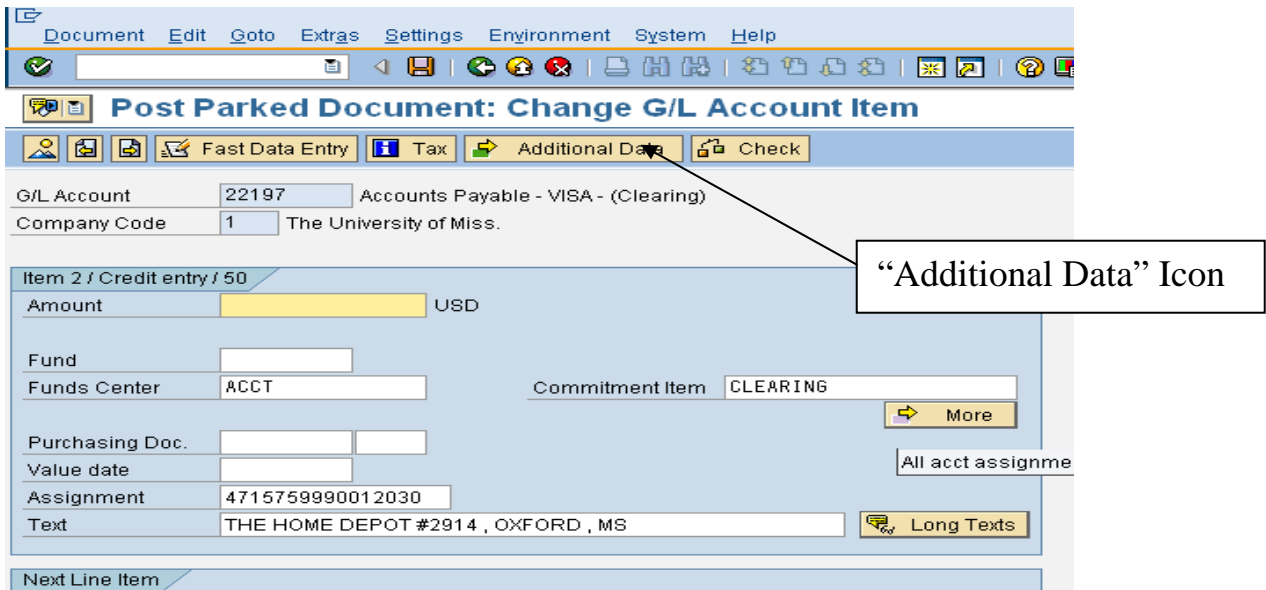
Currency Fast Data Entry Tax Document Header Check

Document Date 03/10/2006 Type ZT Company Code 1
 Posting Date 04/03/2006 Period 10
 Document Number 86006634 Fiscal Year 2006
 Reference 4715759800263534
 Doc.Header Text 4715759990012030

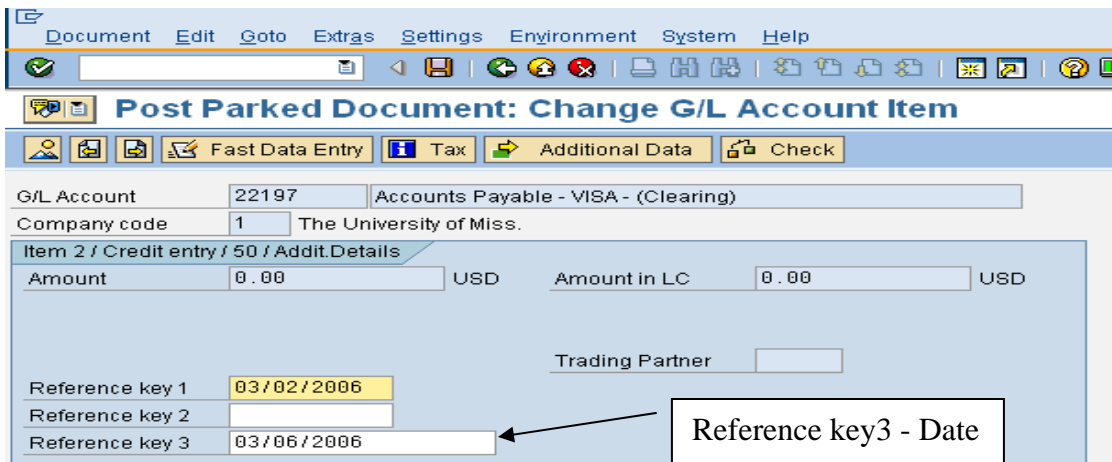
Double click on the line you just deleted.

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-

Additional Data – Double click on “Additional Data” icon.



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



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:

The screenshot shows a software interface for editing a document. The title bar reads "Post Parked Document: Change G/L Account Item". Below the menu bar (Document, Edit, Goto, Extras, Settings, Environment, System, Help) is a toolbar with icons for "Fast Data Entry", "Tax", "Additional Data", and "Check". The main form area contains the following fields:

G/L Account	22197	Accounts Payable - VISA - (Clearing)			
Company code	1	The University of Miss.			
Item 9 / Credit entry / 50 / Addit.Details					
Amount	2.85	USD	Amount in LC	2.85	USD
Trading Partner					
Reference key 1					
Reference key 2					
Reference key 3					

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

Go back to “Post Parked Document: Overview” screen.

If the Overview Screen is in balance – SAVE

Document Edit Goto Extras Settings Environment System Help

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