

FBV2 - Change Parked Document

Tasks to be completed when documenting an SAP Transaction, Report or Message code.

1. Title of the page = SAP Transaction code, SAP Report or SAP Message


2. Add the following Labels, respectively:

- SAP Transaction => "sap_transaction", Transaction code "xxxx"
- SAP Report => "sap_report"
- SAP Message => "sap_msg"

3. On the left section, describe the steps. On the right section, insert respective print screens and additional guidelines, if needed (e.g. Main selections of the transaction...)

STEP 1

Use transaction code:

 FBV2 - Change Parked Document: Initial Screen

Step 2

Attach an annex to the parked document.

Step 3

Save as "complete" the parked document.

Step 4


Cancel the parked document.

STEP 2



Attach an annex to the parked document

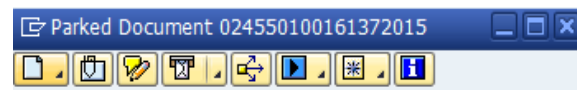
As soon as the document is parked with transaction [FBV1](#), all documents which justify the posting can be annexed using this transaction. By default, the last document parked will appears in the transaction.

[blocked URL](#)

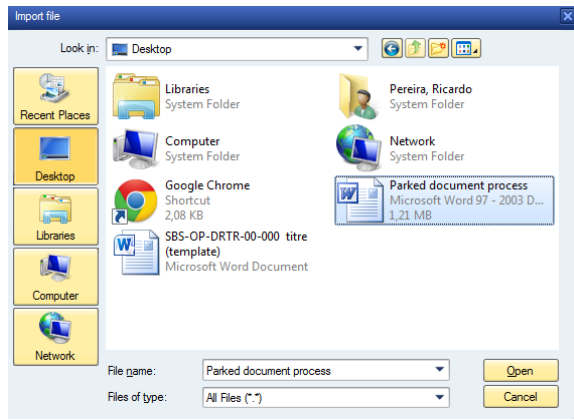
Validate the document number  , or do "ENTER".
Next screen opens:

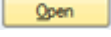
[blocked URL](#)

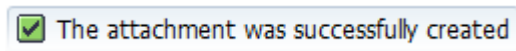
Click on  and then on the first icon  of the new toolbar:



And select in your directories the file to be attached.



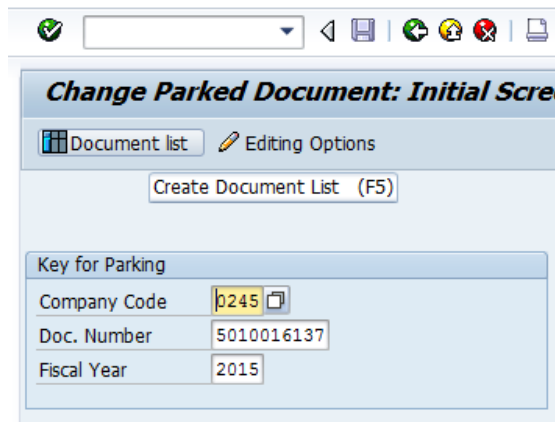
Click on  , the file will be uploaded and you will get the message:



STEP 3

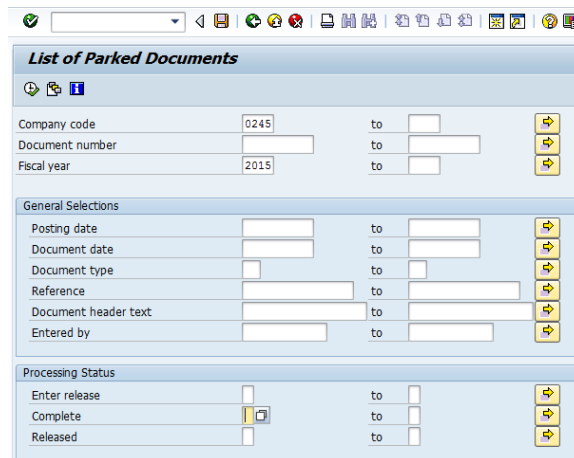
Save as "complete" the parked document

All documents parked without the status "complete" have to be reviewed by locals before closing. This has to be done using this transaction.



Click on "Documents list".

Next screen opens:



Enter the company code and the fiscal year that you want to check. You will get the list of documents parked:

Status	SCCd	CoCd	Document	Fiscal Year	Document Header Text	T	Doc. Date	Posting Date	Co	Entered on
	0245	0245	5010016137	2015		S1	13.10.2015	13.10.2015		13.10.2015

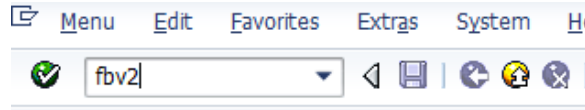
Do double click on the document you want to change, review it and save the document as "complete".

STEP 4

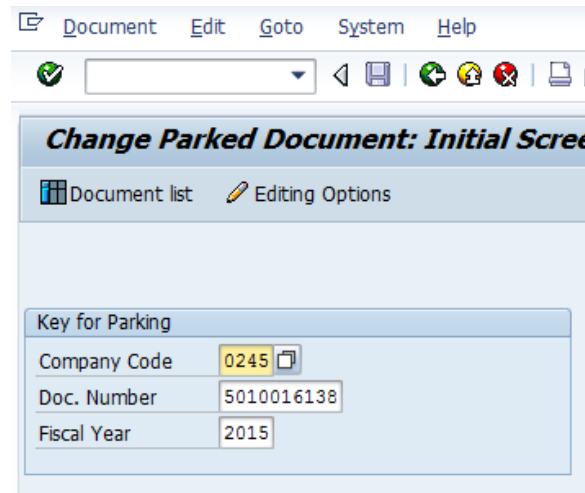
Cancel the parked document

i In order to avoid missing number in the "Journal", **cancellation of parked document is forbidden**. If a parked document as to be suppress, the rules is to post the document for 1 Euro (or local currency) at the debit and at the credit of the same balance sheet account (2700000000).

Enter the transaction in the SAP command field:



Next screen opens:

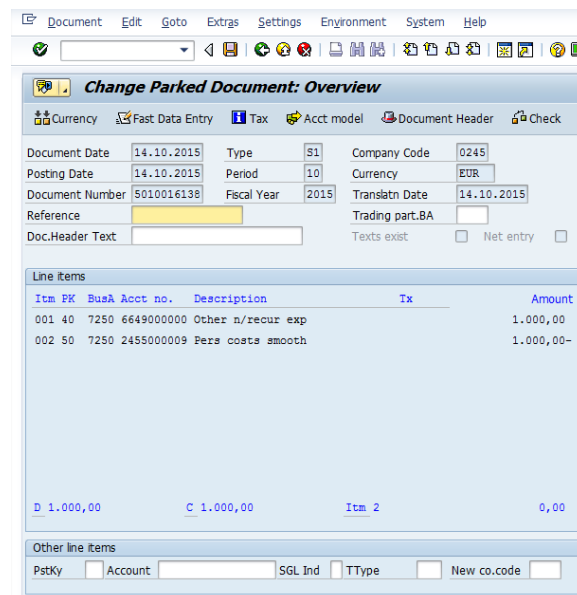


Fill in:

- Company code
- Doc. Number
- Fiscal Year

Click on or do "Enter".

The next screen show up:



Do double click in the first line **001 40 7250 6649000000 Other n/recur exp** , and you get the next screen:

Change Parked Document: Change G/L Account Item

Fast Data Entry Tax Additional Data Acct model Check

G/L Account: 6649000000 Other non-recurring expenses
Company Code: 0245 SOLVAY QUIMICA (ES)

Item 1 / Debit entry / 40


Amount: [] EUR
Tax code: [] Calculate tax


Business Area: 7250 Trdg Part.BA: []
Cost Center: SQ0000099 Order: []
Sales Order: [] Asset: []
WBS Element: [] Network: []
Cost Object: [] [More](#)

Purchasing Doc.: [] Quantity: []
Value Date: []
Assignment: []
Text: [] [Long Texts](#)

Next Line Item

PostKey: [] Account: 2700000000 SGL Ind: [] TType: [] New Co.Code: []

Clear the field "amount", and next click on .

You will get the message  **Amount is zero - line item will be deleted** , and do "Enter" to validate the information.

The SAP will show you the next line item and repeat the same process for the all line items.

When you have cleared all line items, create a debit and a credit in the account 2700000000 for 1 EUR (or other local currency).

Change Parked Document: Change G/L Account Item

Fast Data Entry Tax Additional Data Acct model Check

G/L Account: 2455000009 Smoothing personnel costs
Company Code: 0245 SOLVAY QUIMICA (ES)

Item 2 / Credit entry / 50

Amount: [] EUR
 Calculate tax

Business Area: 7250 Trdg Part.BA: []
Sales Order: []
WBS Element: [] [More](#)

Purchasing Doc.: [] Quantity: []
Value Date: [] Due On: []
Assignment: []
Text: [] [Long Texts](#)

Next Line Item

PostKey: 40 Account: 2700000000 L Ind: [] TType: [] New Co.Code: []

Do "Enter" and put 1 EUR in the field "amount".

Change Parked Document: Change G/L Account Item

G/L Account: 2700000000 Prepaid expenses-external
 Company Code: 0245 SOLVAY QUIMICA (ES)

Item 3 / Debit entry / 40
 Amount: 1,00 EUR
 Tax code: Calculate tax

Business Area: Trdg Part.BA:
 Sales Order:
 WBS Element: [More](#)

Purchasing Doc.: Quantity:
 Value Date: Due On:
 Assignment:
 Text: [Long Texts](#)

Next Line Item
 PostKey: 50 Account: 2700000000 L Ind TType New Co.Code

Next create a credit posting for the same account with the same value.

When you finish, save the document as "complete".

Document Edit Goto Extras Settings

- Change
- Display
- Check Shift+F6
- Delete
- Complete Shift+F5**
- Park document Ctrl+S
- Post
- Exit Shift+F3

Item 4 / Credit entry / 50
 Amount: 1,00 EUR
 Tax code:

In the screen below you can find the changes that you made in the document (run transaction FBV3).

Display Parked Document: Overview

Currency: Fast Data Entry Tax Document Header

Document Date: 14.10.2015 Type: S1 Company Code: 0245
 Posting Date: 14.10.2015 Period: 10 Currency: EUR
 Document Number: 5010016138 Fiscal Year: 2015 Translatn Date: 14.10.2015
 Reference: Trading part.BA:
 Doc.Header Text: Texts exist: Net entry:

Item	PK	BusA	Acct no.	Description	Ix	Amount
001	40	7250	6649000000	Other n/ secur exp		0,00
002	50	7250	2455000009	Pers costs smooth		0,00
003	40		2700000000	Prpd exp-ext		1,00
004	50		2700000000	Prpd exp-ext		1,00-
D 1,00						
C 1,00						
Itn 4						0,00

Other line items
 PstKy: Account: SGL Ind: TType: New co.code:

In the end the document is ready to be posted.