

FBV1 - Park 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...)

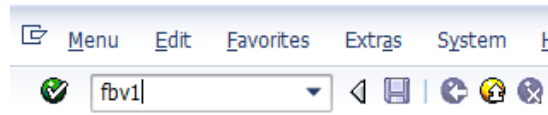
STEP 1


Use transaction code:

i FBV1 - Park Document:
Initial Screen

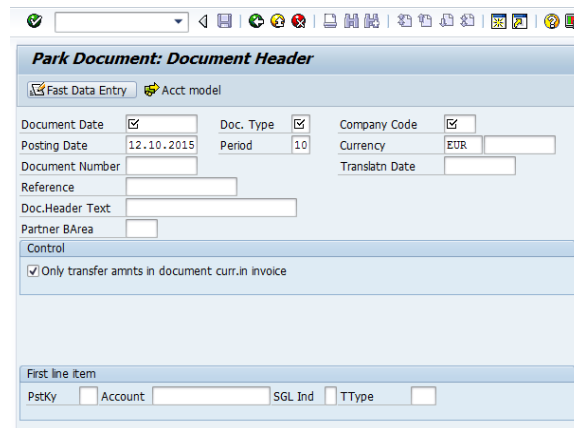
i As long as the parked document is not posted definitively, modifications are possible with transaction **FBV2**. This transaction is also used in order to attach annex to the park document.

Enter the transaction name in the SAP command field:



Do "Enter" or click on  .

Next screen opens:



STEP 2

Fill in the transaction fields

For document in foreign currency with a fixed rate, remove the flag in the field "control". Complete the header of the document and after the different lines using most of possibilities of the transaction **FB01**.

i Important remark

The "Posting date" will be automatically replaced by the "Document date" at the moment of the definitive posting (**FBV0**). So, during the month, you have to introduce the same date in both fields.

See the details below.

- **During the end-month closure**, if the period is closed for one of the account used in the document, the field "Document date" has to be filled with the "official" posting date and the field "Posting date" with the first day of the next month.
- **During the end-year closure** if the period "12" is closed for one of the account used in the document the field "Document date" has to be filled with the "official" posting date in December, the field "Posting date" with "31.12.2009" and the field posting period with "16"; it will be automatically replaced by period 12 at the moment of the final posting (see exception hereafter)

When managing OB52, do not open period 16 for account 7000000000, otherwise you can have automatic SD postings in period 16, which should be considered in January.

If, for any reason, the "posting date" must not be replaced by the "document date" (for example if you want to post a document in month "M" with a document date in month "M-1"), the 2 first positions of the header text must be filled with "Z".

Park Document: Overview

Currency Fast Data Entry Tax Acct model Document Header Check

Document Date	13.09.2015	Type	S1	Company Code	0245
Posting Date	13.10.2015	Period	10	Currency	EUR
Document Number		Fiscal Year	2015	Translatn Date	13.10.2015
Reference		Trading part.BA			
Doc.Header Text	Z/	Texts exist	<input type="checkbox"/>	Net entry	<input type="checkbox"/>

This solution will also be used end of the year for the postings in period 13, 14, 15 and 16.

Park Document: Document Header

Fast Data Entry Acct model

Document Date	31.12.2015	Doc. Type	s1
Posting Date	31.12.2015	Period	16
Document Number			
Reference			
Doc.Header Text	Z/		
Partner BArea			
Control			

[blocked URL](#)

STEP 3

Check the posting

When the document is completed, check if the posting is balanced using the menu "Document/Check".

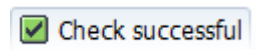
[blocked URL](#)

Or with "Shift + F6".

Validate the different lines if needed.

- ex: G/L account 6649000000 is relevant to tax; check code

until you obtain the message:



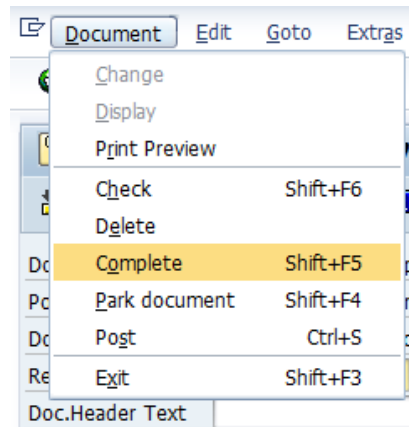
STEP 4

Save the document

Save the document with:


Remark

Only document with status "Complete" will be posted by SBS.



Or with "Shift + F5".

✔ Document 5010020580 0001 was parked

If you want to have an intermediate "save" of the document as well as you have not completely finished, you may use the standard button .

✔ Document 5010020580 0001 was parked

Using this functionality, you will have to come back on the document ([FBV2](#)) in order to save it as "Complete".

STEP 5

Check the parked document

To check the parked document, you can use the following SAP transactions:

- [FBV3 - Display Parked Document](#)
- [S_ALR_87012291 - Line Item Journal](#)
- [FBL3N - G/L Account Line Items](#)

Remark for FBL3N

If some documents are not complete or correct you need to inform the local.

i On a regular time frame defined between the local accounting and the SBS, the list of parked documents "Complete" (ready for posting) is edited in the SBS using transaction FBV3. Additional data are also available using transaction S_ALR_87012291 or FBL3N with specific criteria.

For locals, FBV3 has to be used in order to check the "parked document" without the status "complete".

For the SBS, those lists have to be used in order to determine if the transaction can be posted or not and also if other operations have to be performed after the final posting (e.g. croco_ventes process after posting of SW document on D+2 during end-month closing). If the document can't be posted because it may provoke a problem in the end-month closure process, SBS will contact the person who has parked the document.

STEP 6

Post the parked document via [FBV0](#)

After the check, the SBS posts the parked document. If a document is rejected, SBS will contact the person who has parked the document.

STEP 7

Cancel the parked document via [FBV2](#), if necessary

In order to avoid missing number in the "Journal", **cancellation of parked document is forbidden**. If a parked document is to be suppressed, the rule 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).