Procurement Card - Small Purchase Visa Card
Changing the Cost Center/Internal Order Only
The University of Mississippi
End User Documentation – ERP 2005
6/2008

Changing the Cost Center/Internal Order Only

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 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.	
Transaction	Double click on the transaction to be changed.
This will take you to the "Post Parked Document: Change G/L Account Item	
"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
NOTE:	Order = Internal Order in the "Coding Block"

1

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 Allocation field. DO NOT CHANGE!!!
Back arrow	Click on the back icon (green back arrow) on the toolbar until you reach the "overview screen."
Verify Balance	Verify that the document is still in balance.
NOTE:	Do not save/post the document until ALL changes have been made.
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.

Changing the Business Area

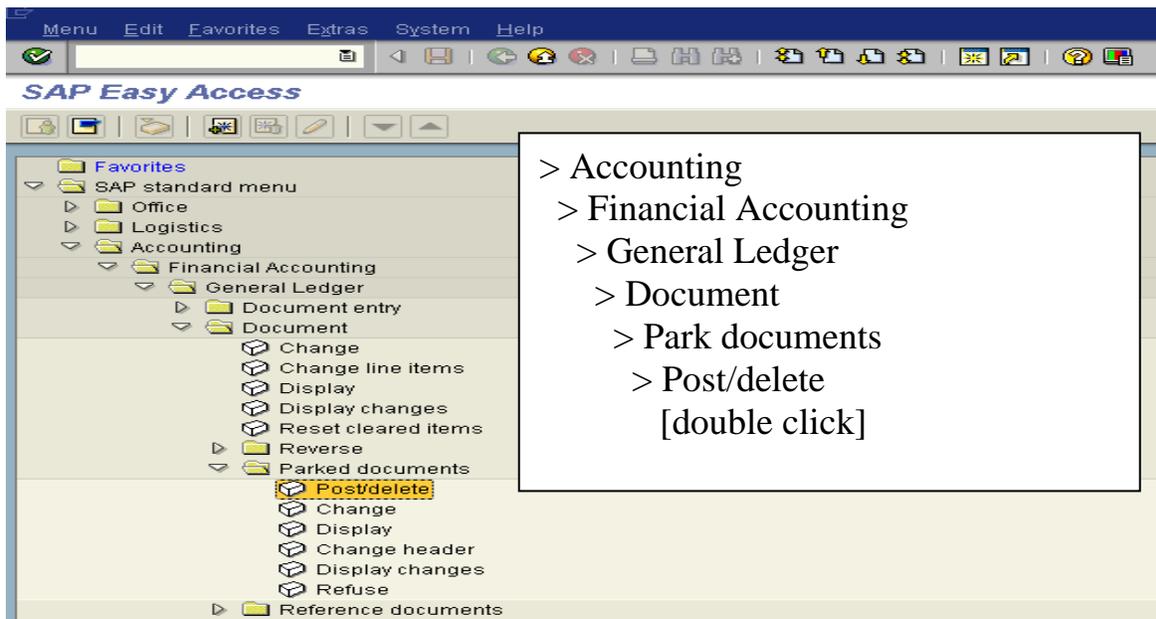| VISA Transaction	Double click on the appropriate VISA line transaction.
Business Area	Click on the "More" button. Place your cursor in the "Business area" box and type in the new business area. DO NOT change any other fields on this page.
Back arrow	Click on the green check.

Procurement Card - Small Purchase Visa Card
Changing the Cost Center/Internal Order Only
SAP Screen Shots
The University of Mississippi
End User Documentation – 4.6C
6/2008

Changing the Cost Center/Internal Order Only

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

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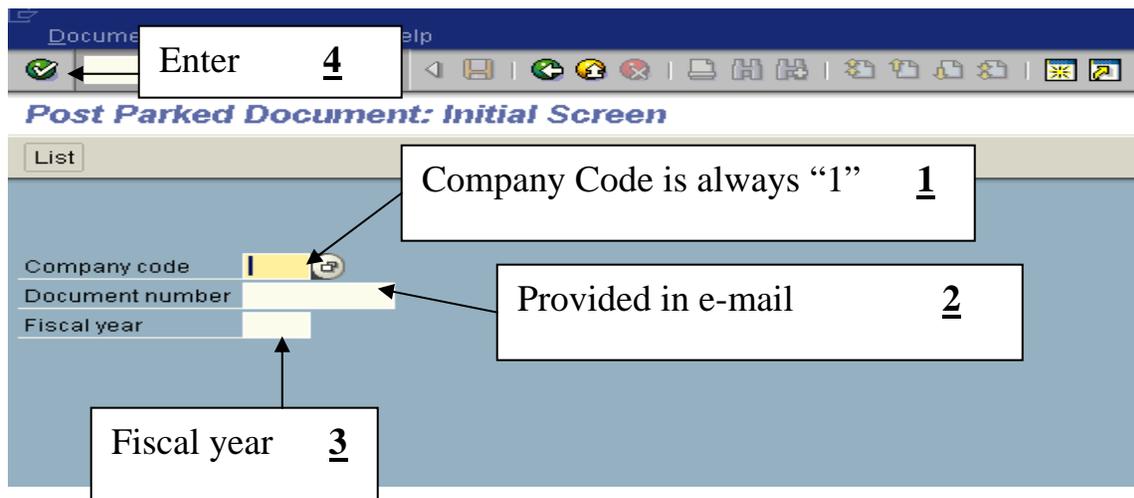   > General Ledger
    > Document
     > Park documents
      > Post/delete
        [double click]

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.

Docume   elp

Enter   **4**

Post Parked Document: Initial Screen

List

Company Code is always "1"   **1**

Company code

Document number

Provided in e-mail   **2**

Fiscal year

Fiscal year   **3**

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).

Document Header

Document   Edit   Goto   Extras   Settings   Environment   System   Help

Post Parked Document: Overview

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

Document Date	02/03/2006	Type	ZT	Company Code	1
Posting Date	02/06/2006	Period	8	Currency	USD
Document Number	86006118	Fiscal Year	2006	Translatn Date	02/06/2006
Reference	4715759800445743			Trading part.BA	
Doc.Header Text	4715759990012030			Texts exist ☐	Net entry ☐

B - Posting date – Change posting date, but <u>ONLY</u> the posting date.

Posting Date

Document   Edit   Goto   System   Help

Post Parked Document: Change Document Header

General Data

Document Number	86006118	Type	ZT	Company Code	1
Document Date	02/03/2006		Currency/Rate	USD	
Posting Date	02/06/2006		Translatn Date	02/06/2006	
Reference	4715759800445743		Period	8	
Doc.Header Text	4715759990012030		Fiscal Year	2006	
Trading part.BA			Lot No.		

Entry data

Transaction Code   FBV1

Workflow Control

☐ Release nec.   Approval path

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.

Double click on transaction to be changed.

Double click on transaction to be changed.

At the "Post Parked Document: Change G/L Account Item" screen, left click in the "More" box in the main body of the screen.

"More" box

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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.

Order = Internal Order Number

Delete all fields   1

Document   Edit   Goto   Extras   Settings   Environment   System   Help

Post Parked Document: Change G/L Account

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 | 5.47 | USD |

Coding Block

Business Area	25	
Cost Center		
Order	250111033A	
Fund	250111033A	
Funds Center	PSY	Commitment Item	COMMODITY
Earmarked Funds		☐ Done
Material		Plant	

Next Line Item

| PostKey | Account | SGL Ind | TType | New Co.Code |

Post Parked Document: Change G/L Account Item

Enter new Business Area and Cost Center/ Internal Order

Enter

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 Allocation field. **Do not change!!**

Back arrow - Click on the back icon (green back arrow) on the toolbar until you reach the overview screen. Verify that the document is still in balance.

NOTE: **Do not save/post the document until all changes have been made!!**

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.

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. When creating a VISA line, you must always copy the reference key 3 – contact Shelley @ 7449 for additional information, or the first time you try this.

Changing the Business Area

VISA Transaction – 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.

Back arrow – Click on the back icon (green back arrow) or the overview icon.