

## 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   |
| <b>NOTE:</b>   | PK (Posting Keys) – 40 for debits<br>50 for credits  |
| <b>NOTE:</b>   | Do not save/post the document until <b><u>ALL</u></b> changes have been made.                                  |
| <b>NOTE:</b>   | The posting date <b><u>must</u></b> be changed to the actual date that the document is being posted.           |
| <b>Open Document</b>   |  |
| 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.   |
| <b>NOTE:</b>   | If you don't know the document number, see Overview handout.   |
| <b>Change Posting Date</b>   |  |
| Change Posting Date  | The posting date must be changed to the actual date that the document is being posted (follow steps A - C).    |
| <b>A</b> – Document header Icon  | Left click on Document header Icon (Hat).  |
| <b>B</b> – Posting date  | Change posting date, but <b>ONLY</b> the posting date.   |
| <b>C</b> - Return  | Return to previous page, use <i>back arrow 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. |  |
| 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   |
| <b>NOTE:</b>   | Order = Internal Order in the “Coding Block”   |

|                                   |   |
|-----------------------------------|---|
| Enter                             | Left click on Green Check (bottom of box) or press enter on keyboard.   |
| <b>NOTE:</b>                      | 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. <b>DO NOT CHANGE!!!</b> |
| 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.   |
| <b>NOTE:</b>                      | Do not save/post the document until ALL changes have been made.   |
| <b>NOTE:</b>                      | 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.  |
| <b>Changing the Business Area</b> |   |
| VISA Transaction                  | Double click on the appropriate VISA line transaction.  |
| Business Area                     | Click on the “More” button.<br>Place your cursor in the “Business area” box and type in the new business area. <b>DO NOT</b> change any other fields on this page.  |
| Back arrow                        | Click on the green check.   |

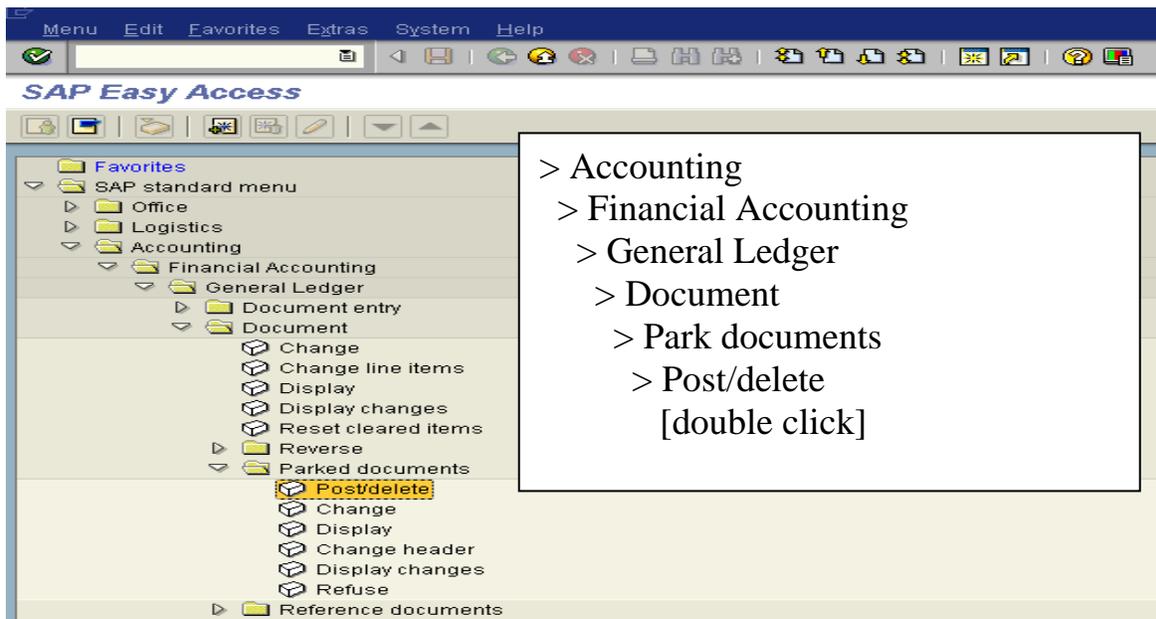
# Procurement Card - Small Purchase Visa Card Changing the Cost Center/Internal Order Only

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



**OR** use Transaction Code: FBV0



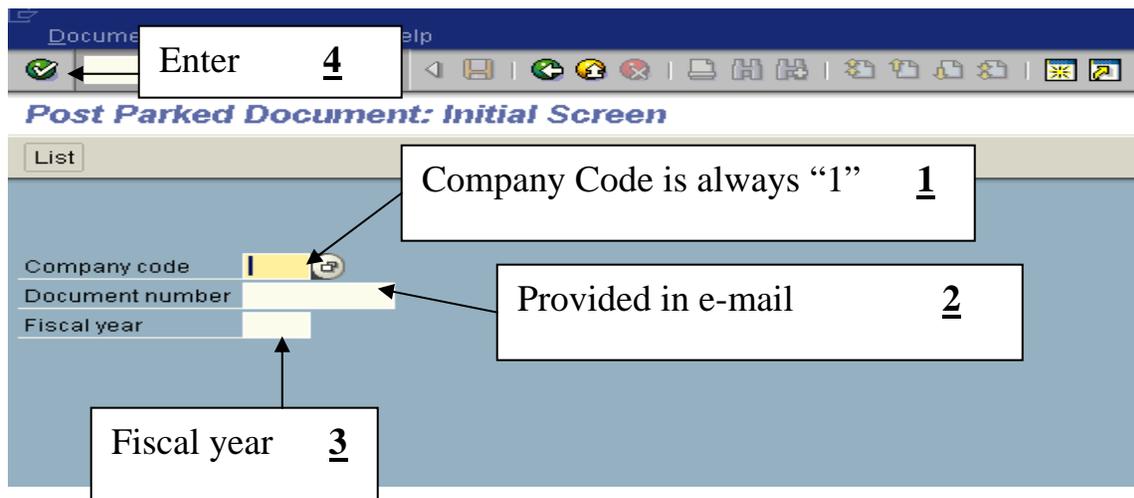
## Open Document

**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.

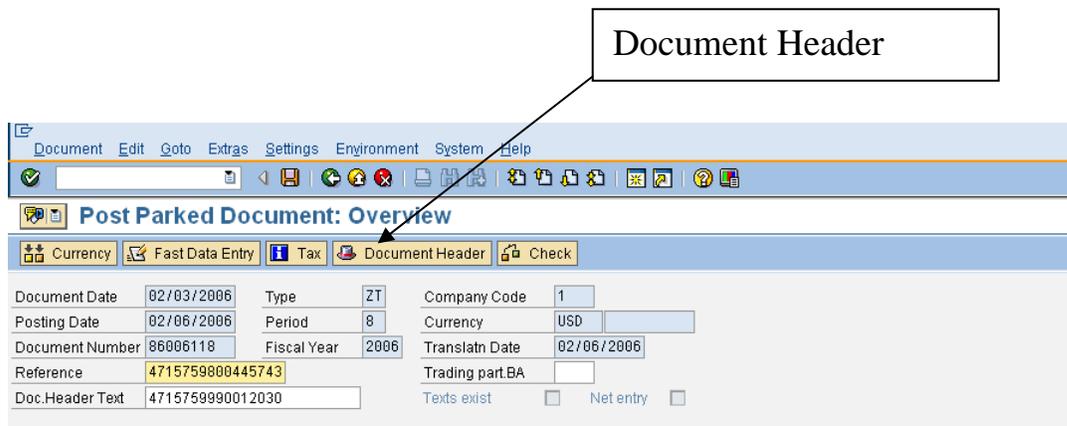


NOTE: If you don't know the document number, see Overview handout.

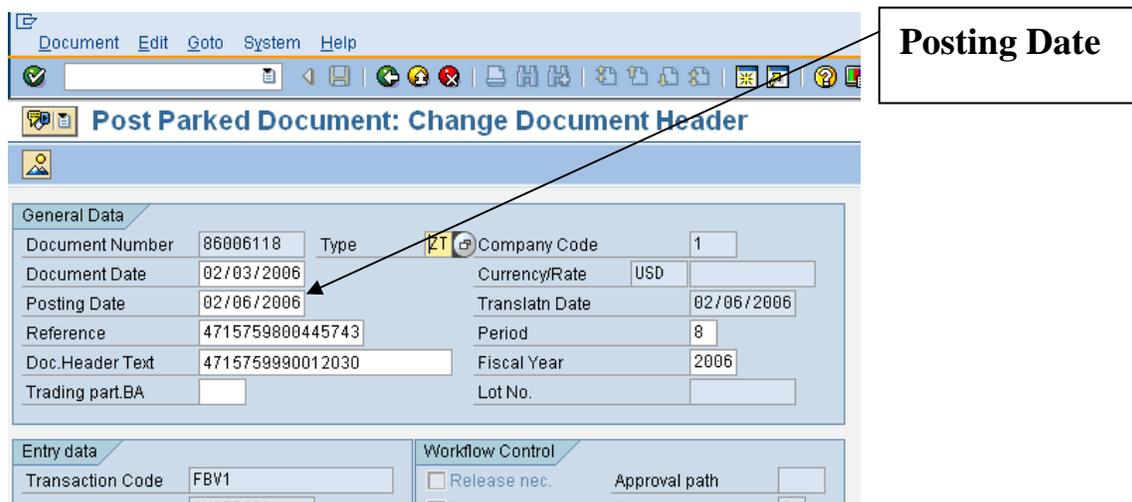
## Change Posting Date

**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.



**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.

Document Date: 02/03/2006    Type: ZT    Company Code: 1  
 Posting Date: 04/03/2006    Period: 10    Currency: USD  
 Document Number: 06006118    Fiscal Year: 2006    Translatn Date: 02/06/2006  
 Reference: 4715759800445743    Trading part: BA  
 Doc.Header Text: 4715759990012030    Texts exist:     Net entry:

| Item PK | BusA | Acct no. | Description | Tx                   | Amount  |
|---------|------|----------|-------------|----------------------|---------|
| 001     | 40   | 25       | 56490       | Oth Supplies/Mater   |         |
| 002     | 50   | 25       | 22197       | A/P - VISA - (Clear) | 5.47-   |
| 003     | 40   | 25       | 56490       | Oth Supplies/Mater   | 185.00  |
| 004     | 50   | 25       | 22197       | A/P - VISA - (Clear) | 185.00- |

D 190.47    C 190.47    Itm 4    0.00

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

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

Item 1 / Debit entry / 40  
 Amount: 5.47    USD  
 Tax Code:     Calculate tax

Cost Center:    Fund: 250111033A  
 Funds Center: PSY    Commitment Item: COMMODITY  
 Earmarked Funds:     Done   

Purchasing Doc.:    Quantity:   

Assignment: 250111033A  
 Text: Ole Miss Bookstore, , UNIVERSITY, MS

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

The screenshot shows the SAP 'Coding Block' window for 'Item 1 / Debit entry / 40'. The window title is 'Post Parked Document: Change G/L Account'. The main data area contains the following fields: G/L Account (56490), Other Supplies and Materials, Company Code (1), The University of Miss., Amount (5.47), USD, Business Area (25), Cost Center, Order (250111033A), Fund (250111033A), Funds Center (PSY), Commitment Item (COMMODITY), Earmarked Funds, Material, and Plant. A 'Next Line Item' section is visible at the bottom with fields for PostKey, Account, SGL Ind, TType, and New Co.Code. Two callout boxes are present: one pointing to the 'Order' field with the text 'Order = Internal Order Number', and another pointing to the 'Delete all fields' button with the text 'Delete all fields 1'. The 'Delete all fields' button is a small icon with the number '1' next to it.

The screenshot shows a software window titled "Post Parked Document: Change G/L Account Item". The main window has a menu bar (Document, Edit, Goto, Extras, Settings, Environment, System, Help) and a toolbar with icons for Fast Data Entry, Tax, Additional Data, and Check. Below the menu bar, there are fields for G/L Account (56490) and Company Code (1). A "Coding Block" dialog box is open, containing the following fields:

- Business Area: 10
- Cost Center: 100634001A
- Order: (empty)
- Fund: 100630000A
- Funds Center: DP
- Commitment Item: COMMODITY
- Earmarked Funds: (empty)  Done
- Material: (empty)
- Plant: (empty)

At the bottom of the dialog box, there is a "Next Line Item" section with fields for PostKey, Account, SGL Ind, TType, and New Co.Code. A callout box labeled "Enter" points to the "Enter" button at the bottom of the dialog box.

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.

The screenshot shows the SAP 'Post Parked Document: Overview' screen. The menu bar includes Document, Edit, Goto, Extras, Settings, Environment, System, and Help. The document details are as follows:

|                 |                  |                 |      |                 |            |
|-----------------|------------------|-----------------|------|-----------------|------------|
| Document date   | 08/04/2000       | Type            | ZT   | Company code    | 1          |
| Posting date    | 08/11/2000       | Period          | 2    | Currency        | USD        |
| Document number | 86000194         | Fiscal year     | 2001 | Translation dte | 08/11/2000 |
| Reference       | 4715759800282013 | Trading part.BA |      |                 |            |
| Doc.header text | 4715759990012030 | Texts exist     |      |                 |            |

The 'Line items' table is shown below:

| Itm | PK | BusA | Acct no. | Description          | Amount |
|-----|----|------|----------|----------------------|--------|
| 001 | 40 | 10   | 56490    | Oth Supplies/Mater   | 2.80   |
| 002 | 50 | 10   | 22197    | A/P - VISA - (Clear) | 2.80-  |
| 003 | 40 | 10   | 56490    | Oth Supplies/Mater   | 4.46   |
| 004 | 50 | 10   | 22197    | A/P - VISA - (Clear) | 4.46-  |
| 005 | 40 | 10   | 56490    | Oth Supplies/Mater   | 25.60  |
| 006 | 50 | 10   | 22197    | A/P - VISA - (Clear) | 25.60- |
| 007 | 40 | 10   | 56490    | Oth Supplies/Mater   | 27.12  |
| 008 | 50 | 10   | 22197    | A/P - VISA - (Clear) | 27.12- |
| 009 | 40 | 10   | 56490    | Oth Supplies/Mater   | 277.20 |

A callout box with a black border contains the text: "Double click on the appropriate VISA line transaction." An arrow points from this box to the 'A/P - VISA - (Clear)' line items in the table.

**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.

The screenshot shows the SAP 'Post Parked Document: Change G/L Account Item' screen. The menu bar includes Document, Edit, Goto, Extras, Settings, System, and Help. The document details are as follows:

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

The 'Item no. 2 / Credit entry / 50' section shows:

|               |      |     |
|---------------|------|-----|
| Amount        | 2.80 | USD |
| Business area | 10   |     |

A callout box with a black border contains the text: "Place your cursor in the 'Business area' box and type in the new business area. Do not change any other fields on this page." An arrow points from this box to the 'Business area' field in the table.

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