

Procurement Card - Small Purchase Visa Card Changing the G/L Account Only

The University of Mississippi
End User Documentation – ERP 2005
6/2008

Changing the G/L Account 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 <i>back arrow or overview icon</i> . |
| Error(s) | If you receive an error message call Shelley @ 7448. |
| 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 | |
| Press “Ctrl-Y” | Place the cross-cursor in the top left hand corner of the amount field. |
| 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. |
| | |
| NOTE: | When changing the G/L of a transaction that is being charged to an internal order (business area 25 or 30), you are likely to get an error message unless you do the following. When you paste the data to the new G/L, click in the “More” box. Copy what is in the fund field and paste it to the internal order field. Press enter. |
| Back Arrow | Click on the back icon (green back arrow) on the toolbar until you reach the overview screen. |
| Out of balance | You will notice that the document is now out of balance. |
| Transaction | Click ONCE on the original transaction. |
| Edit | From the menu bar, select “Edit”. |
| Delete Item | Left click on “Delete item”. |
| Balance | You will notice a dollar amount of zero for the transaction and the document will now be back in balance. |
| NOTE: | Do not save/post the document until ALL changes have been made. |
| Error | When you save, you may receive an error message - Account 5XXXX requires an assignment to a CO object. At the overview screen, double-click on any line item that is missing the business area. At the detail screen, click on the More button (located beneath the Fund field and to the right). At the coding block, copy the internal order in the Fund field and paste it in the Order field. Enter. Return to the overview screen. |

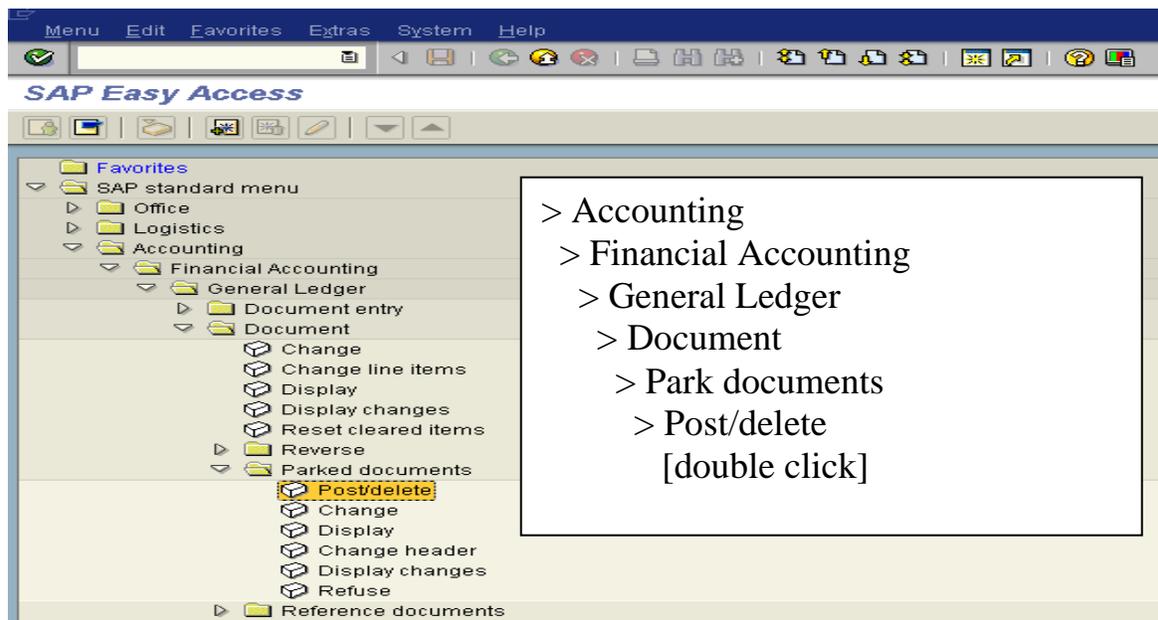
Procurement Card - Small Purchase Visa Card Changing the G/L Account Only

SAP Screen Shots

The University of Mississippi
End User Documentation – ERP 2005
6/2008

Changing the G/L Account Only

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



OR use Transaction Code: FBV0



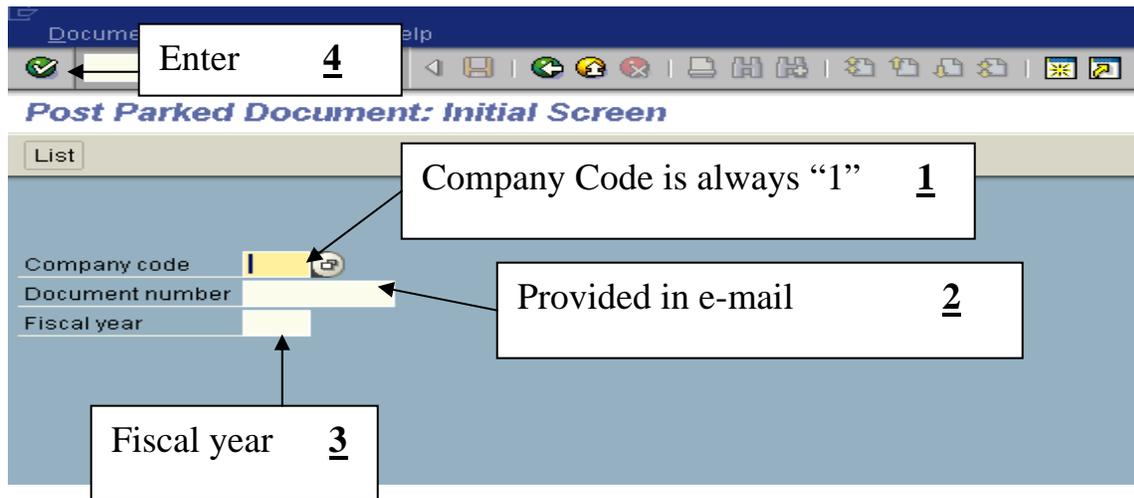
Open Document

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.

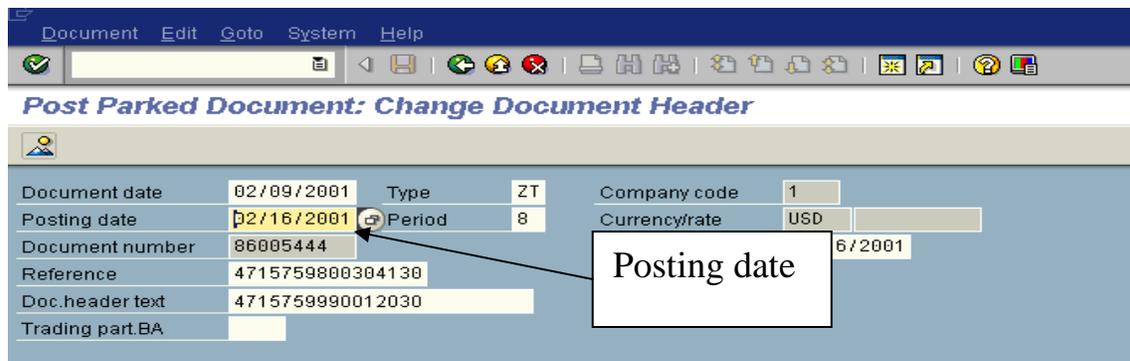
Change Posting Date

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.

Post Parked Document: Overview

Display currency Fast entry Tax amounts

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

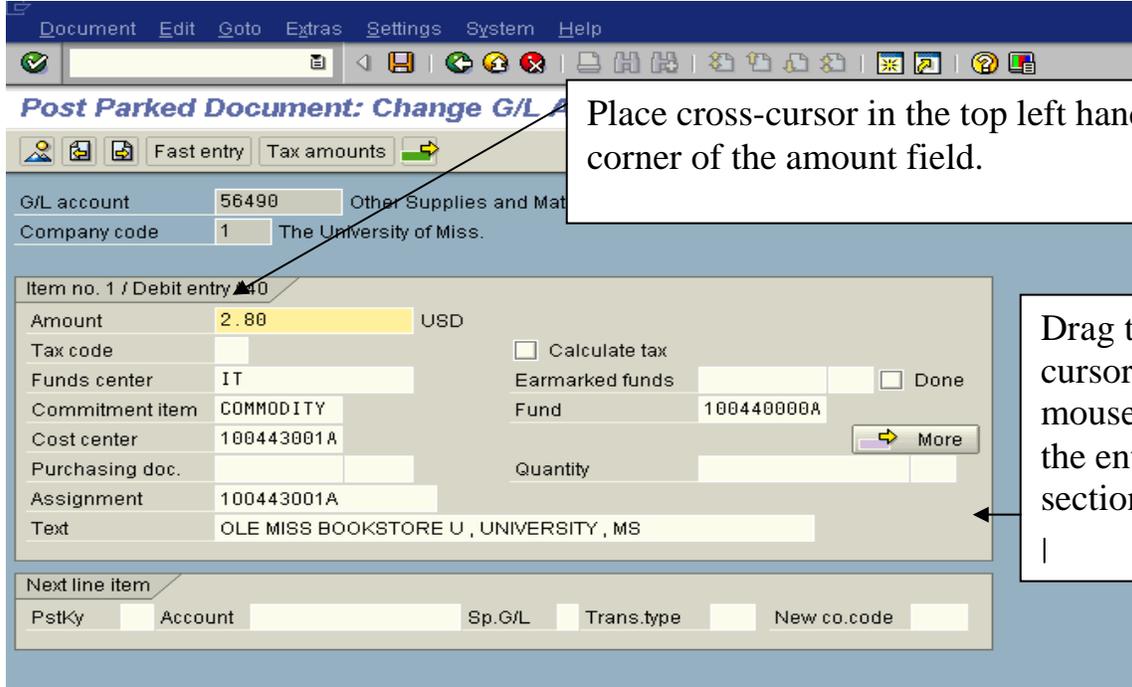
Line items

| Itm | PK | BusA | Acct no. | Description | Amount | |
|-----------------|----|------|----------|----------------------|---------------|-------------|
| 001 | 40 | 10 | 56490 | 0th Supplies/Mater | 2.80 | |
| 002 | 50 | 10 | 22197 | A/P - VISA - (Clear) | 2.80- | |
| 003 | 40 | 10 | 56490 | 0th Supplies/Mater | 4.46 | |
| 004 | 50 | 10 | 22197 | A/P - VISA - (Clear) | 4.46- | |
| 005 | 40 | 10 | 56490 | 0th Supplies/Mater | 25.60 | |
| 006 | 50 | 10 | 22197 | A/P - VISA - (Clear) | 25.60- | |
| 007 | 40 | 10 | 56490 | 0th Supplies/Mater | 27.12 | |
| 008 | 50 | 10 | 22197 | A/P - VISA - (Clear) | 27.12- | |
| 009 | 40 | 10 | 56490 | 0th Supplies/Mater | 277.20 | |
| D 712.16 | | | | C 712.16 | Itm 12 | 0.00 |

Other line items

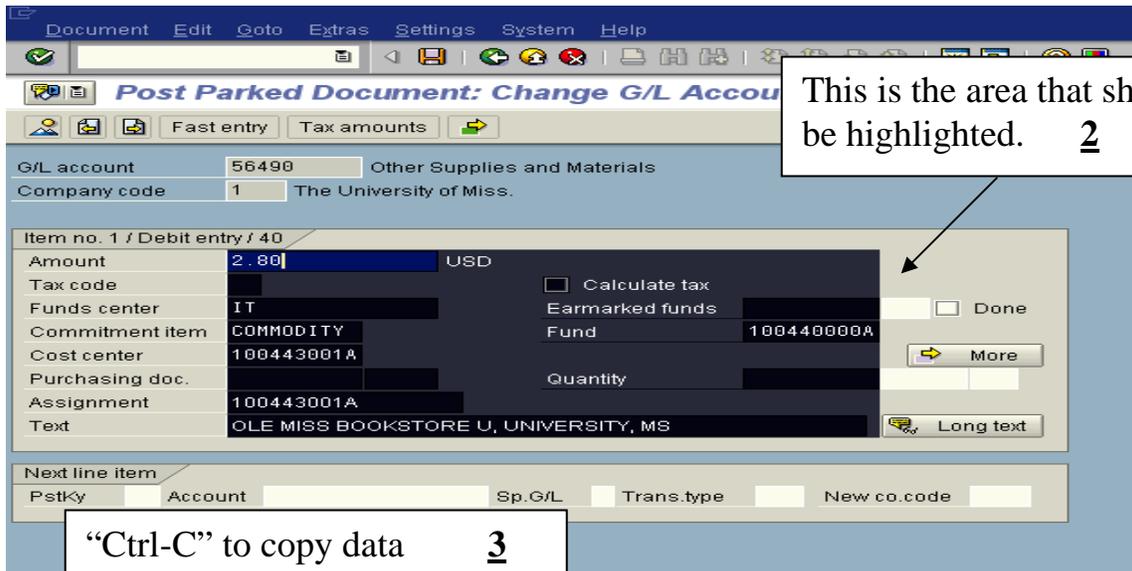
PstKy Account Sp.G/L Trans.type New co.code

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 hand corner of the amount field. Drag the cross-cursor with your mouse to select the entire section of data. Then press the “Ctrl-C” on the keyboard to copy the data.



Place cross-cursor in the top left hand corner of the amount field. 1

Drag the cross-cursor with your mouse to select the entire section of data. 2



This is the area that should be highlighted. 2

“Ctrl-C” to copy data 3

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.

The screenshot shows a software interface with a menu bar (Document, Edit, Goto, Extras, Settings, System, Help) and a toolbar. The title bar reads "Post Parked Document: Change G/L Account Item". Below the title bar are buttons for "Fast entry" and "Tax amounts". The main form area contains the following fields:

| | | |
|--------------|-------|------------------------------|
| G/L account | 56490 | Other Supplies and Materials |
| Company code | 1 | The University of Miss. |

Item no. 1 / Debit entry / 40

| | | |
|-----------------|--|---|
| Amount | 2.80 | USD |
| Tax code | | <input type="checkbox"/> Calculate tax |
| Funds center | IT | Earmarked funds <input type="checkbox"/> Done |
| Commitment item | COMMODITY | Fund 100440000A |
| Cost center | 100443001A | <input type="button" value="More"/> |
| Purchasing doc. | | Quantity |
| Assignment | 100443001A | |
| Text | OLE MISS BOOKSTORE U , UNIVERSITY , MS | |

Next line item

| | | | | | | | | | |
|-------|----|---------|-------|--------|--------------------------|------------|--|-------------|--|
| PstKy | 40 | Account | 56140 | Sp.G/L | <input type="checkbox"/> | Trans.type | | New co.code | |
|-------|----|---------|-------|--------|--------------------------|------------|--|-------------|--|

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

The screenshot shows a software interface with a menu bar (Document, Edit, Goto, Extras, Settings, System, Help) and a toolbar. The title bar reads "Post Parked Document: Enter G/L Account Item". Below the title bar are buttons for "Fast entry" and "Tax amounts". The main form area contains the following fields:

| | | |
|--------------|-------|-----------------------------------|
| G/L account | 56140 | Purchased Instructional Materials |
| Company code | 1 | The University of Miss. |

Item no. 13 / Debit entry / 40

| | | |
|-----------------|-----------|---|
| Amount | | USD |
| Tax code | | <input type="checkbox"/> Calculate tax |
| Funds center | | Earmarked funds <input type="checkbox"/> Done |
| Commitment item | COMMODITY | Fund |
| Cost center | | <input type="button" value="More"/> |
| Purchasing doc. | | Quantity |
| Assignment | | |
| Text | | |

Next line item

| | | | | | | | | | |
|-------|--|---------|--|--------|--------------------------|------------|--|-------------|--|
| PstKy | | Account | | Sp.G/L | <input type="checkbox"/> | Trans.type | | New co.code | |
|-------|--|---------|--|--------|--------------------------|------------|--|-------------|--|

At the “Post Parked Document: 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.

Document Edit Goto Extras Settings System Help

Post Parked Document: Enter G/L Account Item

Fast entry Tax amounts

G/L account 56140 Purchased Instructional Materials
Company code 1 The University of Miss.

Item no. 13 / Debit entry / 40
Amount 2.80 USD
Tax code
Funds center IT Earmarked funds Done
Commitment item COMMODITY Fund 100440000A
Cost center 100443001A
Purchasing doc. Quantity
Assignment 100443001A
Text OLE MISS BOOKSTORE U, UNIVERSITY, MS

Next line item
PstKy Account Sp.G/L Trans.type New co.code

NOTE: When changing the G/L of a transaction that is being charged to an internal order (business area 25 or 30), you are likely to get an error message unless you do the following. When you paste the data to the new G/L, click in the “More” box. Copy what is in the fund field and paste it to the internal order field. Press enter.

Click on the back icon (green back arrow) on the toolbar until you reach the overview screen. You will notice that the document is now out of balance.

Document Edit Goto Extras Settings Environment System Help

Post Parked Document: Overview

Display currency Fast entry Tax amounts

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

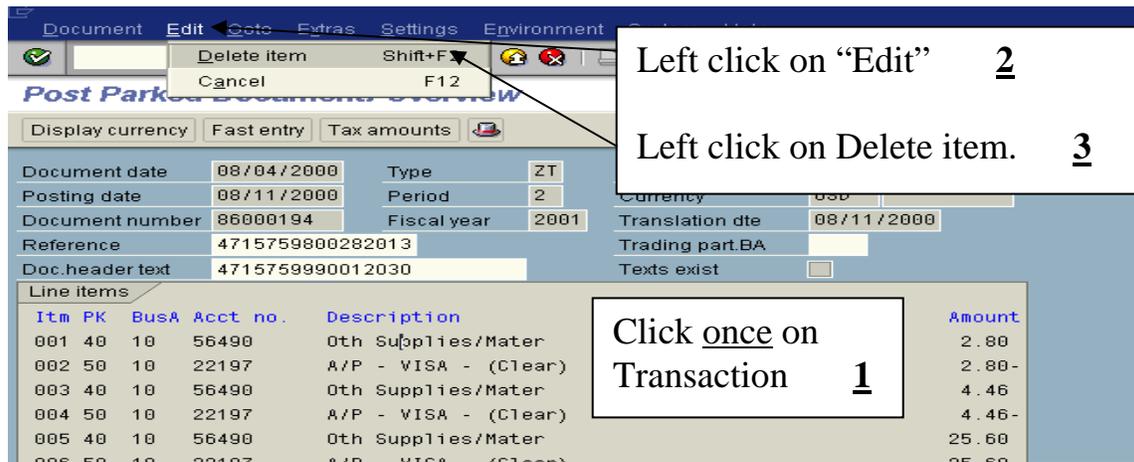
Line items

| Itm | PK | BusA | Acct no. | Description | Tx | Amount |
|----------|----|------|----------|----------------------|----|--------|
| 001 | 40 | 10 | 56490 | 0th Supplies/Mater | | 2.80 |
| 002 | 50 | 10 | 22197 | A/P - VISA - (Clear) | | 2.80- |
| 003 | 40 | 10 | 56490 | 0th Supplies/Mater | | 4.46 |
| 004 | 50 | 10 | 22197 | A/P - VISA - (Clear) | | 4.46- |
| 005 | 40 | 10 | 56490 | 0th Supplies/Mater | | 25.60 |
| 006 | 50 | 10 | 22197 | A/P - VISA - (Clear) | | 25.60- |
| 007 | 40 | 10 | 56490 | 0th Supplies/Mater | | 27.12 |
| 008 | 50 | 10 | 22197 | A/P - VISA - (Clear) | | 27.12- |
| 009 | 40 | 10 | 56490 | 0th Supplies/Mater | | 277.20 |
| D 714.96 | | | | | | |
| C 712.16 | | | | | | |
| Itm 13 | | | | | | 2.80 |

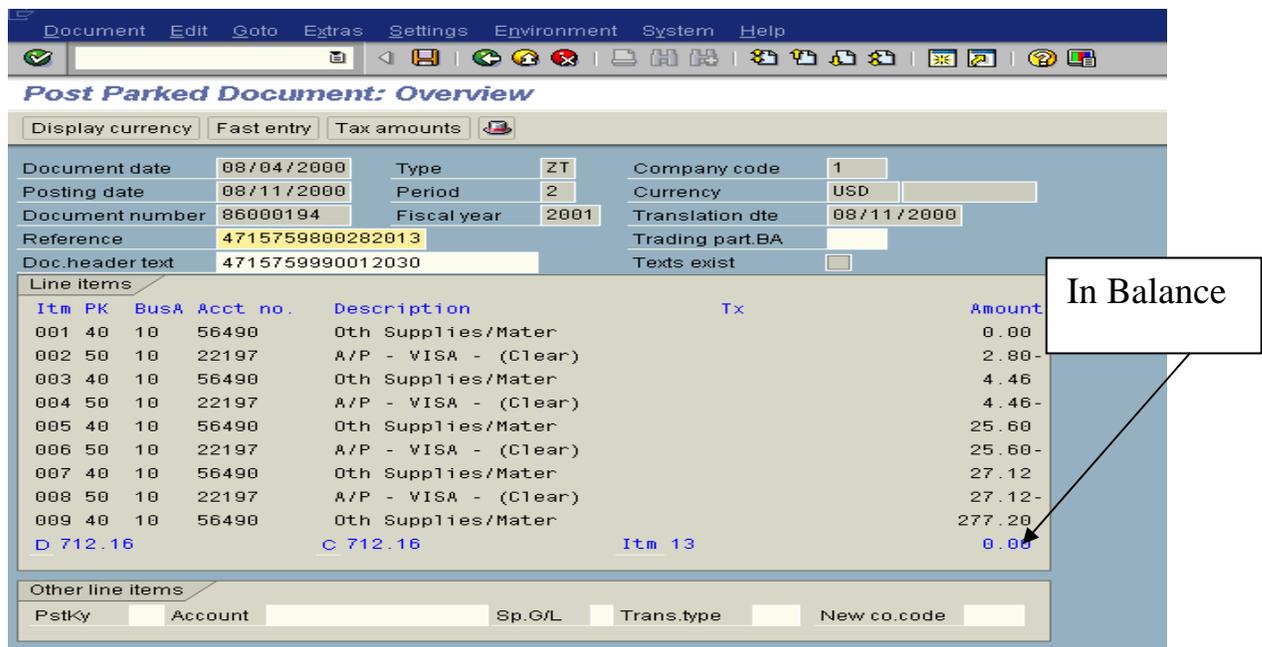
Other line items
PstKy Account Sp.G/L Trans.type New co.code

Out Of Balance

1) Click once on the original transaction. 2) Edit – Select “Edit” on the menu bar. 3) Delete - “Delete item”.



You will notice a dollar amount of zero for the transaction and the document will now be back in balance.



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

When you save, you may receive an error message - **Account 5XXXX requires an assignment to a CO object.** At the overview screen, double-click on any line item that is missing the business area. At the detail screen, click on the More button (located beneath the Fund field and to the right). At the coding block, copy the internal order in the Fund field and paste it in the Order field. Enter. Return to the overview screen.