Procurement Card - Small Purchase Visa Card
FAST ENTRY
The University of Mississippi
End User Documentation – ERP 2005
6/2008

FAST ENTRY

IMPORTANT NOTES: Fast Entry can be used when changing cost centers or internal orders and/or when changing from one commodity G/L account to another.

If you need to split a transaction, do not use fast entry for that transaction. Click overview icon and make changes from "Post Parked Document: Overview" screen.

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 icon or overview icon.
Error(s)	If you receive an error message, call Shelley @ 7449.

Fast Entry – See pages 3–8 for SAP Screen Shots

FAST ENTRY

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

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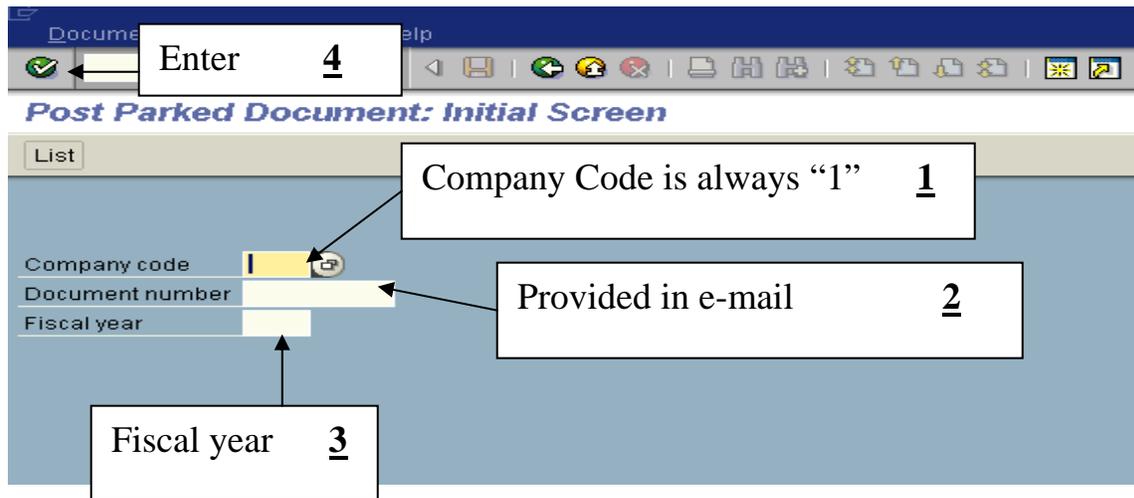> > > General Ledger
> > > > Document
> > > > > Park documents
> > > > > > Post/delete
> > > > > > [double click]

OR use Transaction Code: FBV0

Use Command Field for Transaction Code
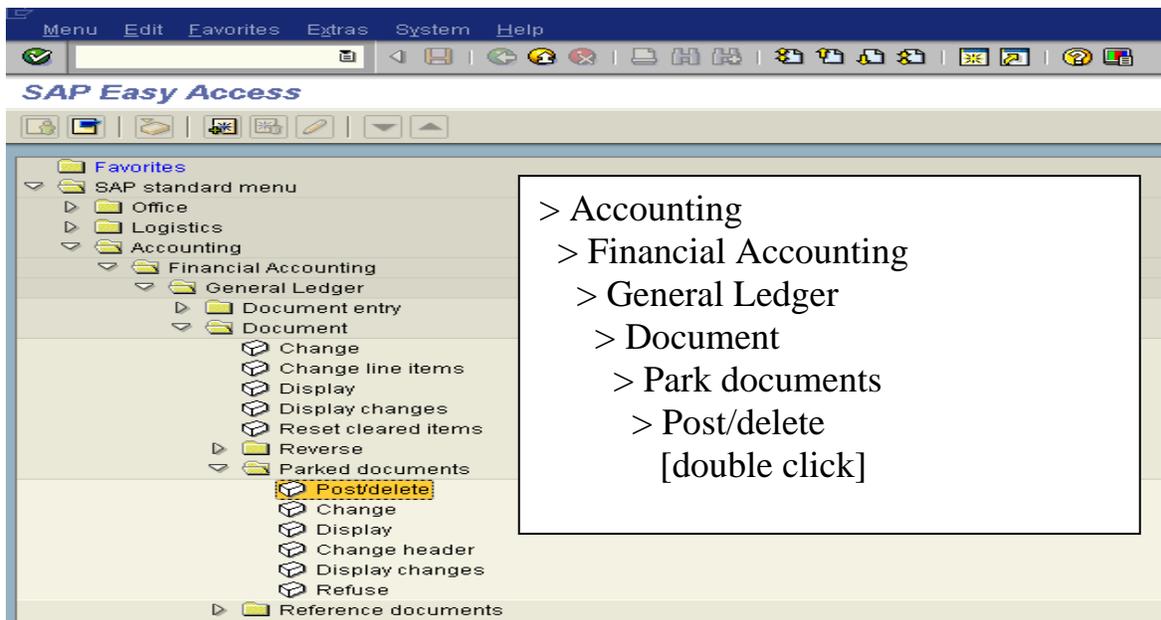
Open Document

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.

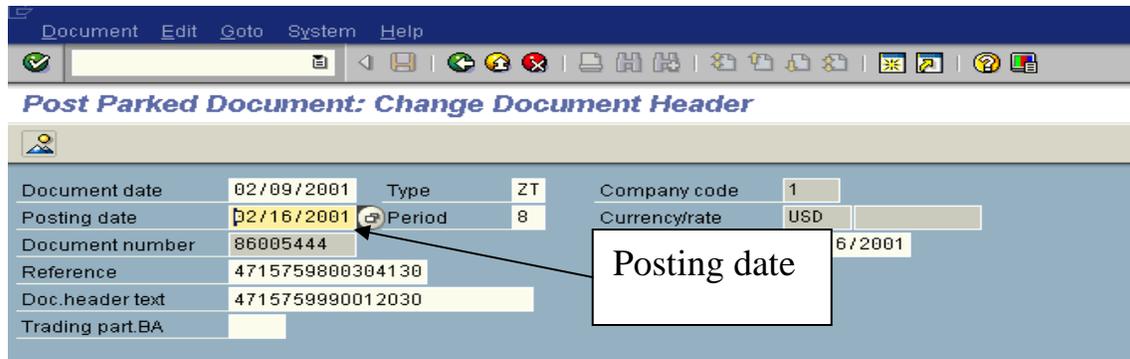NOTE: If you don't know the document number, see Overview handout.

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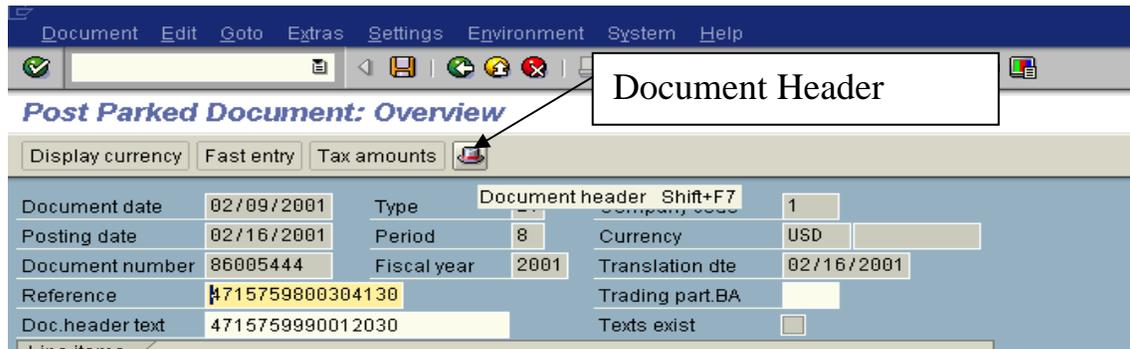
B - Posting date – Change posting date, but <u>ONLY</u> the posting date.

C - Return to previous page, use back arrow icon or overview icon.

FAST ENTRY
Making Changes Using Fast Entry

IMPORTANT NOTE: Fast Entry can be used when changing cost centers or internal orders and/or when changing from one commodity G/L account to another.

At the "Post Parked Document: Overview" screen, click on Fast entry icon.

Fast Entry Screen –

> PK = Posting Key
> > 40 for debits
> > 50 for credits
>
> Account = G/L account number
> Amount = Transaction amount
> Cost ctr = Cost Center (Business area 10)
> Order = Internal Order (Business area 25 or 30)
> BusA = Business area

Changing G/L Accounts –

1 - Delete default G/L account.
2 - Type new G/L account.

Default G/L Account

1 – Delete default G/L account

2 – Type new G/L account.
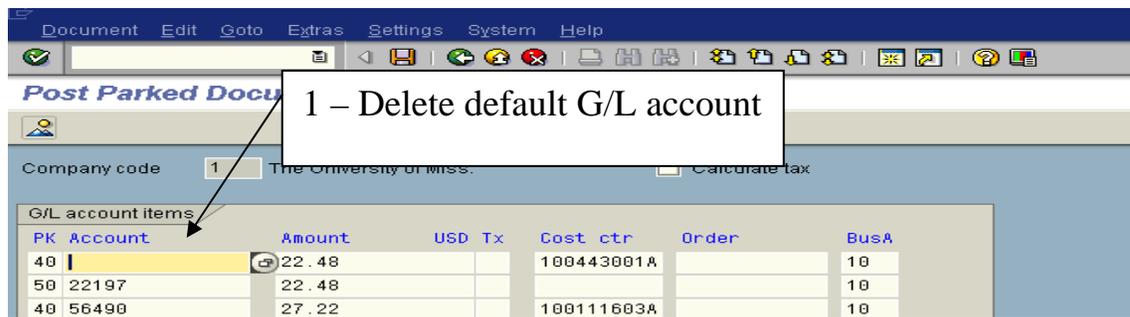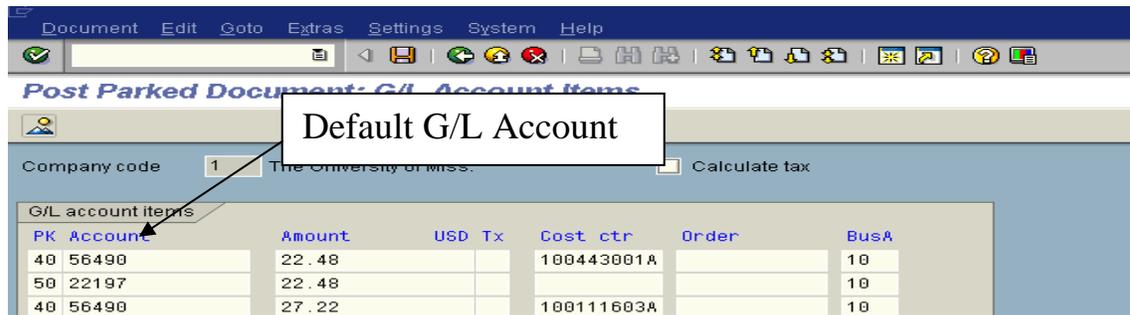
NOTE: **Do not save/post the document until all changes have been made!!**

Changing Cost Center/Internal Orders –

    1- Delete default Cost Center/Internal Order.

    2- Type new Cost Center/Internal Order.

    3- Business Area <u>MUST</u> match new Cost Center/Internal Order.
       Remember the VISA line must also match.

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