

Work Instruction

Held Document Retrieve and Post

When to Use

The Hold Document feature can be used to store documents that contain valid information i.e. valid GLs, CCs, FCs etc, but are not ready for posting. Held documents are saved under a user defined number (or name).

NOTE: This procedure CANNOT be used to retrieve or post held ERDDs (Expense Reimbursement Direct Deposits) or Internal Revenues/Expense Recoveries.

For reference guide on how to Retrieve or Post Held ERDDs:

\Htd. ##ZjbUbWV"i hcfcbhc"WU#k d! VcbhYbh#i d`cUXg#&\$%) #%%#9I dYbgY! F Y]a Vi fgYa Ybh
! 8]fYVW! 8Ydcg]H 7fYUHY! 7cbj YfhYX"dXZ
(instructions immediately following "End of Procedure").

For reference guide on how to Retrieve or Post Held Internal Revenues/Expense Recoveries:

\Htd. ##ZjbUbWV"i hcfcbhc"WU#k d! VcbhYbh#i d`cUXg#&\$%) # \$- #]bfYj YI dfYWdXZ (instructions at Step 3).

Steps

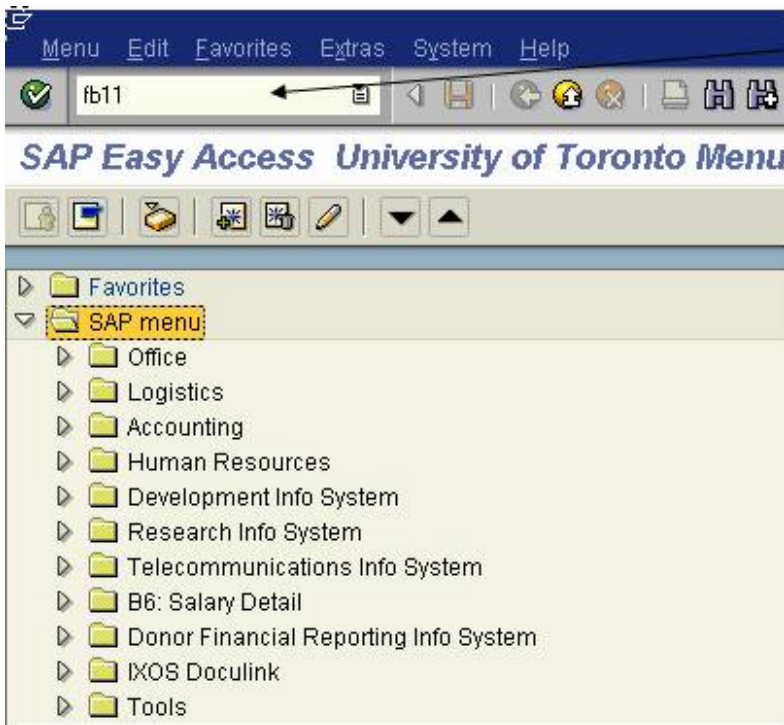
1. Locate the held document.
2. Post the held document.

Detailed Procedures

- Note 1:** If the document was held in the current fiscal period, and
- the user holding it is the same person as the one posting it, click **here** for an alternative way of accessing the held document. (The procedure is outlined in this [reference](#) guide at the section called: "Accessing HELD Documents via the "Enter vendor invoice" or "Enter G/L account document" transactions".)

Access the transaction via

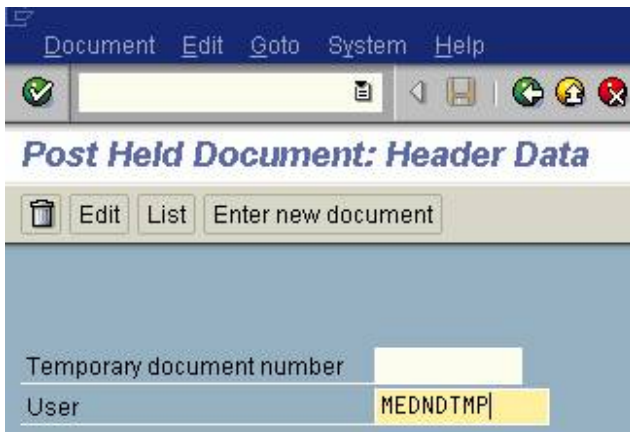
Transaction code	<p>FB11</p> <p>The transaction detailed in this reference guide is only available through a transaction code. There is no menu path to follow, since the transaction is not part of the menu tree.</p>
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Hit  or "Enter".

Step 1. Locate the held document.

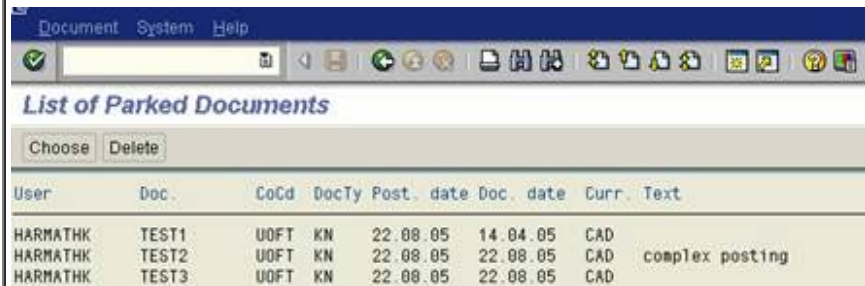
Post Held Document: Header Data



Field Name	Required (R) / Optional (O)	Description of Field Content
User	R	Your UserID will default in the User field. If applicable, enter the UserID of the person who held the document you are to post.
Temporary document number	O	Enter the temporary document number. To view a list of all your held documents, List leave the "Temporary document number" field blank and click on .
List	O	Click on this button if you don't know the held document number. The "List of Parked Documents" screen will appear.

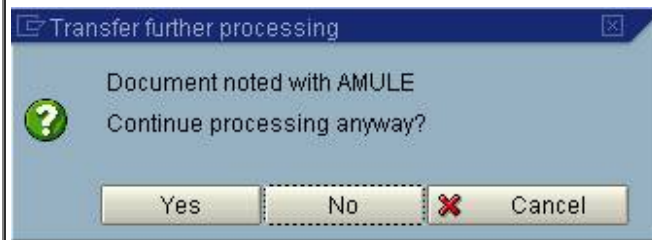


The documents presented here are your HELD documents, not your parked documents



Click on the document that you are to post to select it, and then click on **Choose**, (or double-click on the document).

If the document chosen was originally held by somebody else than user currently processing, the following pop-up message will appear:



Click "Yes" to continue.

Edit

O

To proceed with processing click on this icon, or , or hit Enter.

Step 2. Post the held document.

Depending on whether the document was held in the current, or in a previous fiscal period, continue with one of the following options:

- I. document was held in the current fiscal period
- II. document was held in a past fiscal period


I. **If the document was held in the current fiscal period**, and there are no information, warning or error messages, the "Display Overview" screen will be presented in the following way (To get to the Display Overview screen, you might need to hit "Enter" to get by any information or warning messages (e.g. "net due date is in the past") that refer to the current state of the held document):

Document Edit Goto Extras Settings Environment System Help

Enter KN:A/P Vendor invoic: Display Overview

Display currency Park document Act assignmt model... G/L item fast entry Taxes

Document date	06.08.2005	Type	KN	Company code	UOFT
Posting date	06.09.2005	Period	5	Currency	CAD
Document number	INTERNAL	Fiscal year	2006	Translation dte	06.09.2005
Reference	3045-448063 ARAM		Cross-CC no.		
Doc.header text					

 Note: The posting date is grayed out, and cannot be changed. There is no need to change it, since the posting is to be done in the current fiscal period.

II. If the document was held in a previous fiscal period , the "Display Overview" screen will be presented in the following way (To get to the Display Overview screen, you might need to hit "Enter" to get by any information or warning messages (e.g. "net due date is in the past") that refer to the current state of the held document):


Document Edit Goto System Help

Post Held Document: Header Data

Edit List Enter new document



Document date	23.04.2004	Type	KN	Company code	UOFT
Posting date	04.05.2004	Period	1	Currencyrate	CAD
Document number		Translation dte			
Reference	MR-3277		Cross-CC no.		
Doc.header text					

 Note: The posting date is changeable. You must change the posting date to a date in the current fiscal period in order to post the document.

Change the posting date to a date in the current fiscal period, and hit . The period will change automatically to the current period, based on the new posting date entered.



To post the held document, click on the Post icon .

You may receive certain warning messages when trying to post ie:

 Document date and posting date are in different fiscal years  Net due date on 06.08.2004 is in the past

To continue processing, hit enter or click on  to acknowledge the warning messages.

The following information will confirm the posting, and present the system generated document number:

 <p>Information</p> <p>i :Document 1000560921 was posted in company code UOFT</p> <p>✓ ?</p>		
Enter new document	n/a	Do not use for document entry
	O	Click on this icon to delete your held document.

End of Procedure.

Accessing HELD Documents via the "Enter vendor invoice" or "Enter G/L account document" transactions:

Note:

Held documents only remain in the "Tree On" section of the "Enter G/L account document" or "Enter vendor invoice" screen for the fiscal period in which they were created. After the fiscal period closes (month-end) the document is no longer available for selection in the Tree On screen.

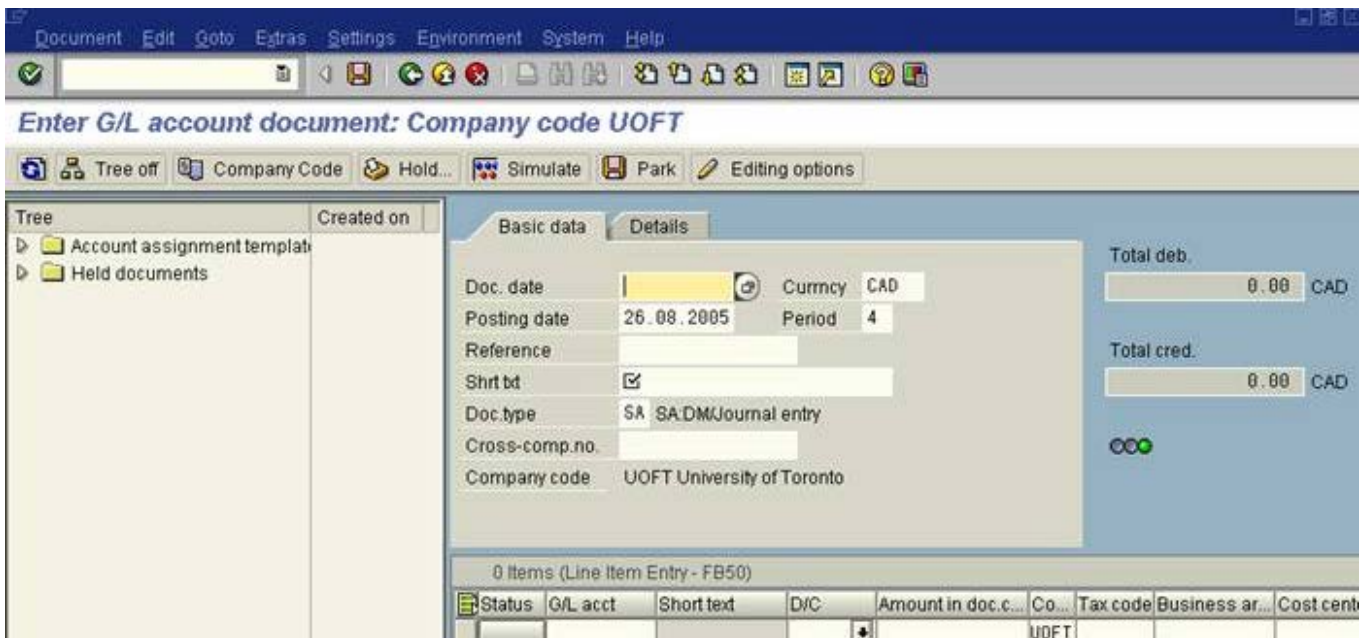
Detailed Procedures

Click on the "Tree on" button in the "Enter G/L account document" or "Enter vendor invoice" screen

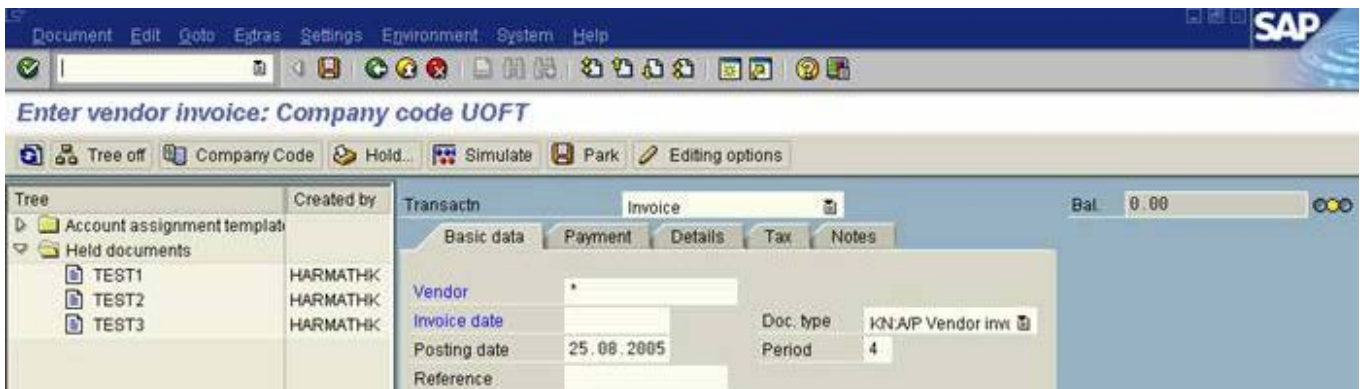


The screenshot shows the SAP 'Enter vendor invoice' screen for company code UOFT. The menu bar includes Document, Edit, Goto, Extras, Settings, Environment, System, and Help. The toolbar contains various icons for navigation and actions. The main title is 'Enter vendor invoice: Company code UOFT'. Below the title, there is a toolbar with buttons for 'Tree on', 'Company Code', 'Hold...', 'Simulate', 'Park', and 'Editing options'. The 'Tree on' button is circled in red. Below this toolbar, there are tabs for 'Basic data', 'Payment', 'Details', 'Tax', and 'Notes'. The 'Transactn' field is set to 'Invoice', and the 'Bal.' field shows '0.00'.

The "Tree" contains a folder called "Held documents".



Click on the  beside the "Held documents" folder to list your held documents.



Double click on the document selected for further processing/posting:

Post Held Document: Header Data

Document Edit Goto System Help

Post Held Document: Header Data

Document date	14.04.2005	Type	KN	Company code	UOFT
Posting date	22.08.2005	Period	4	Currencyrate	CAD
Document number				Translation dte	
Reference	PC2436			Cross-CC no.	
Doc.header text					

First line item

PstKy	31	Account	100533	Sp.G/L		Trans.type	
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Hit  to scroll through the document, make changes as needed, and to acknowledge warning messages and information messages.

Post the held document by clicking on the Post icon .

End of Procedure.

Reference Guides:

[Journal Entry Create](#)

[Invoice Create \(Non Purchase Order Related\)](#)

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