Overview

Once items are loaded using ZGLDOCLOAD or ZAPDOCLOAD and saved as complete, they are saved in the workflow.

Accounting documents are created at this point (it should also be noted that FM and GM documents are created which may consume budget).

In order to delete documents the GL or AP approver (DA1 DB1) first rejects the document in the workflow and the document returns to the user (TEA) that uploaded the document; they can then delete the document within the workflow.

<u>If the workflow has been deleted</u> (i.e. status 'logically deleted'), for example due to other errors in the document not allowing the user to delete, the then the below process is to be followed.

Note: FBV2 will not work for documents loaded via ZGLDOCLOAD or ZAPDOCLOAD.
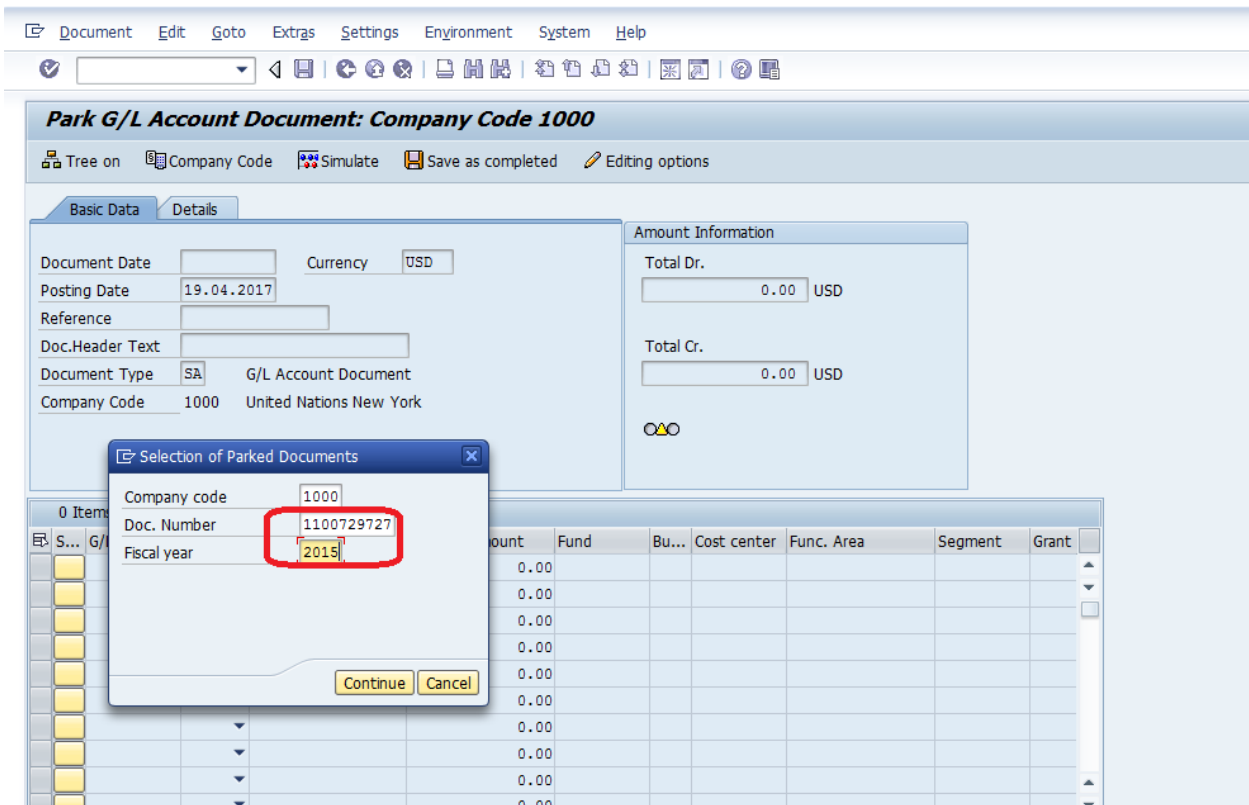
If the document was posted then the user needs to reverse the document instead.

Instructions to delete a <u>parked</u> FI document (from an uploaded process) outside the workflow:
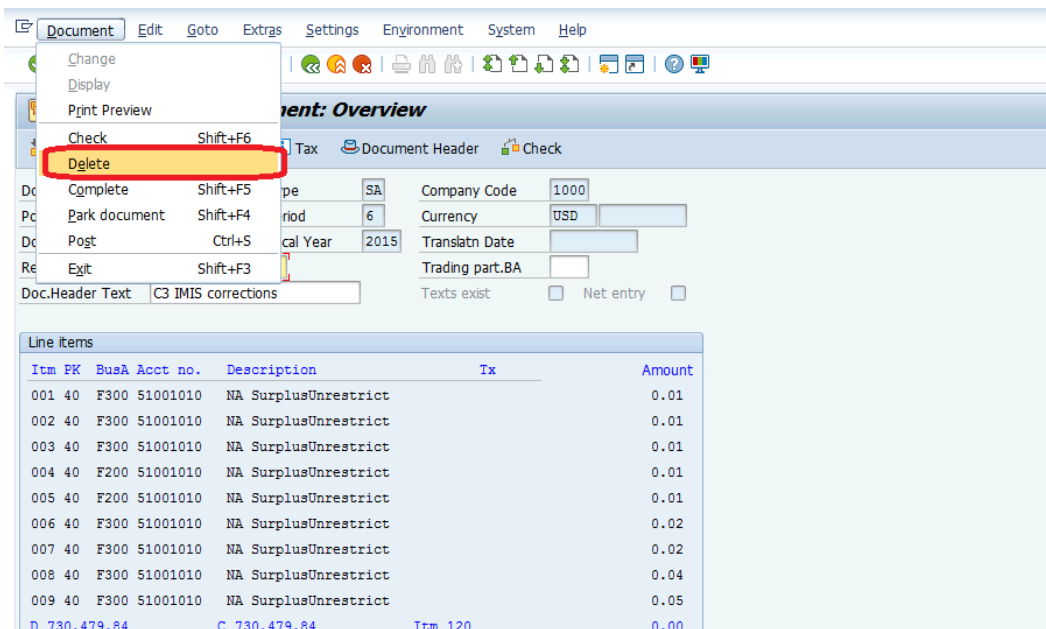
1. Enter ECC
2. T-code FV50 (for GL doc loads) or FV60 for (AP Doc Loads)
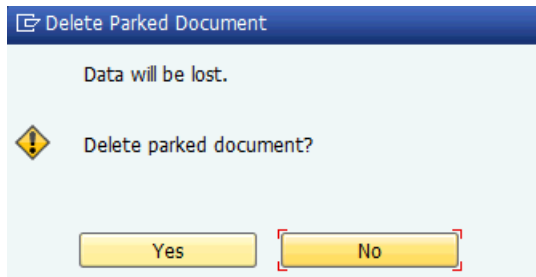3. Menu Select parked document
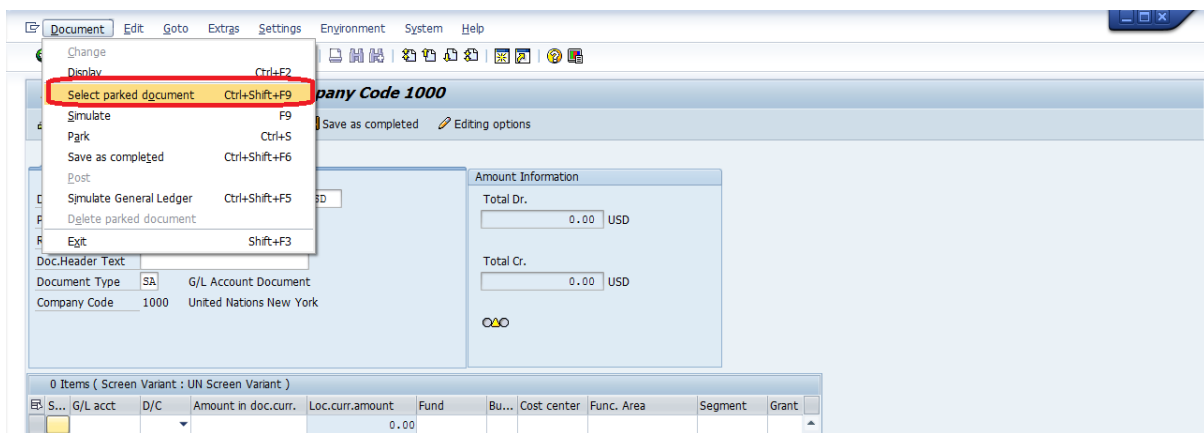
4. Enter Company Code: 1000, Enter the Document number, Enter the Fiscal year

5. Select Continue
6. The document will display
7. Select Document from the Menu, then select Delete parked document.

8. The system will prompt you to confirm

Delete Parked Document

Data will be lost.

Delete parked document?

Yes　No

9. You will receive a confirmation message if the parked document was deleted.

☑ Parked document 1100729728 1000 2015 deleted