BU BUworks Online Help

Introduction

Process and Trigger
Perform this procedure when you need to make changes to a parked document.

Prerequisites
A document must have been created and parked.

Menu Path
Use the following menu path to begin this transaction:

Accounting ➜ Financial Accounting ➜ General Ledger ➜ Document ➜ Parked Documents ➜ Change

Transaction Code
FBV2

Tips and Tricks

- At times you may need to use your scroll bar to view additional information.
- This example demonstrates the GL process for this transaction.

Reports
None

BUworks Online Help

Procedure

1. Start the transaction using the above menu path or transaction code.

Change Parked Document: Initial Screen

2. As required, complete/review the following fields:

Field	R/O/C	Description
Company Code	Required	The Company Code is the highest organizational unit in Financial Accounting that represents a business organization. The Trustees of Boston University is considered one legal entity and will require only one Company Code - TRBU. **Example:** TRBU
Doc. Number	Required	Identification number of the parked document. **Example:** 1000000024

3. Press **Enter** to proceed.

Edit Parked G/L Account Document 0100000024 TRBU 2011

4. Review displayed information.

5. As required, complete/review the following fields:

Field	R/O/C	Description
G/L acct	Required	Object used for accounting transactions in the FI module to form the basis for creating balance sheets and high level income and expense statements. (ISP definition) **Example:** 544000

6. Click the **Debit/Credit** drop-down menu _____ .

Edit Parked G/L Account Document 0100000024 TRBU 2011

7. Select the **Credit** list item `Credit` from the **Debit/Credit** drop-down menu.

8. As required, complete/review the following fields:

Field	R/O/C	Description
Amount in doc.curr.	Required	Line item amount in document currency. BU always uses US$. **Example:** 100
Amount in doc.curr.	Required	Line item amount in document currency. BU always uses US$. **Example:** 900

9. Click the **Save parked document** button `Save parked document` to save the changes made.

10. The transaction is complete.

Results and Next Steps

You have changed a parked document.