

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



Procedure

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

Change Parked Document: Initial Screen

Change Parked Document: Initial S	creen
Menu Back Exit Cancel System Documer	It list Editing Options
Key for Parking	
Company Code	
Doc. Number	
Fiscal Year	

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: 100000024

3. Press Enter to proceed.



Edit Parked G/L Account Document 0100000024 TRBU 2011

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- **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

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- 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.