


Approving a Journal Transfer

Before you can approve a journal transfer, there must be a variant set up to look for journals entered by your school's inputter (see "Creating or Changing a Variant for Journal Transfers – Approvers V1 December 2015").

Log on to **SAP** in the normal way.

- In the transaction field, type in **FBV0** and click the **Enter** key
- On the **Post Parked Document : Initial Screen**, click on **Document List** button
- On the **List of Parked Documents Screen**, click on **Get Variant**
- A drop down box appears with your own (approver's) employee number showing in "Created by", click on 
- This returns you to the Parked Documents screen, with the variant showing, click **Execute**

*The **Post Parked Documents : List** screen appears with the list of journals to be approved.*

- Double click the grey box on left hand side of the journal to be viewed and the journal transfer will open
- Check the data input on the journal is correct
- ** If you wish to approve the journal, click the **Back** button
- A box will appear asking "Do you want to exit editing?"
- Click **Yes**
- This returns you to the **Post Parked Documents : List** screen, with the journal still highlighted
- Click **Post**

A message will appear on screen to say the journal has been posted (approved).

- To exit, keep clicking on **Exit** in all screens until back to the main whirlpool screen

** If the journal is incorrect and requires deleting, while viewing the journal, click on **Menu, Document, Delete Parked Document**.

A message will appear to say the journal is deleted.