

For queries, contact the SAP in Schools team:
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For SAP in Schools guidance, circulars and information (SchoolsNet):
<https://schoolsnet.derbyshire.gov.uk/administration-services-and-support/sap-for-schools/sap-for-schools.aspx>

Approving (posting) Journal Transfers Transaction FBV0 - Post Parked Journal

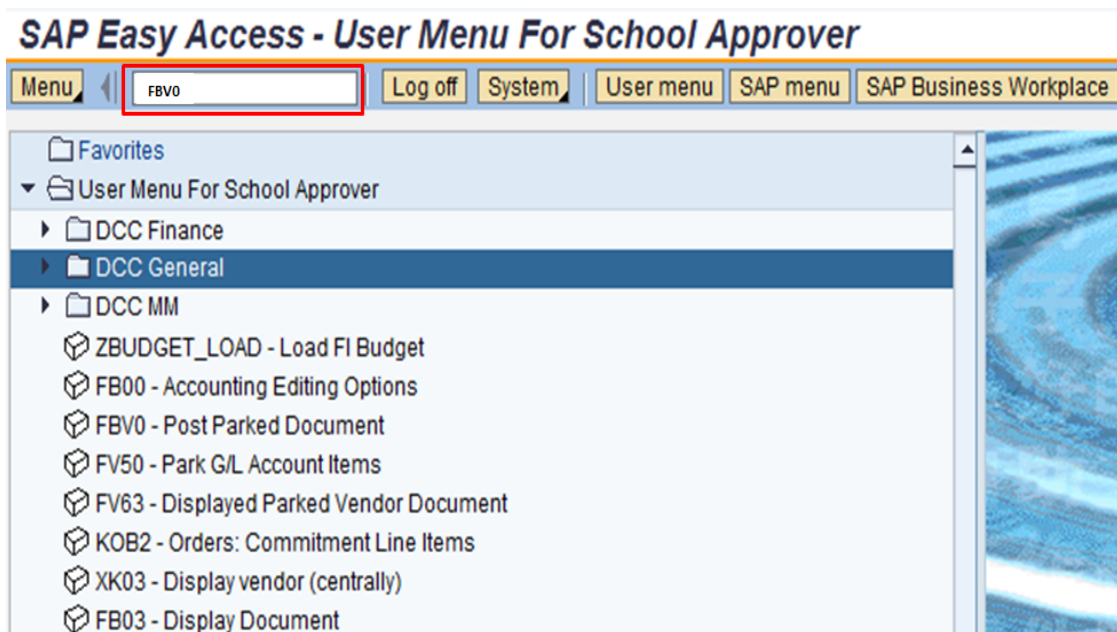
This guide contains the following information:

- **Section 1** - How to set up a rule (variant) to find your Inputter's journal transfers
- **Section 2** - How to approve (post) single and multiple journal transfers
- **Section 3** - How to delete a parked journal transfer

Section 1: How to set up a rule (variant) to find your Inputter's journal transfers

This is a one-off action for you to set up a rule in SAP to find only your Inputter's journal transfers. This is the easiest way if you have several transfers to approve.

- Log into SAP
- Type in **FBV0** in the transaction field, click **Enter** on your keyboard



- In the next screen, click **Document list**

Post Parked Document: Initial Screen

Menu | [] | Back | Exit | Cancel | System | **Document list** | Editing Options

Key for Parking

Company Code [] []
Doc. Number []
Fiscal Year []

- Enter the following:
 - **Company code – 1000**
 - **Fiscal year – ensure this is blank**
 - **Document type – SA**
 - **Entered by – delete your employee number, then click on the yellow arrow**

List of Parked Documents

Menu | [] | Save as Variant... | Back | Exit | Cancel | System | Execute | Get Variant... | Program Documentation

Company code [1000] to [] []
Document number [] to [] []
Fiscal year [] to [] []

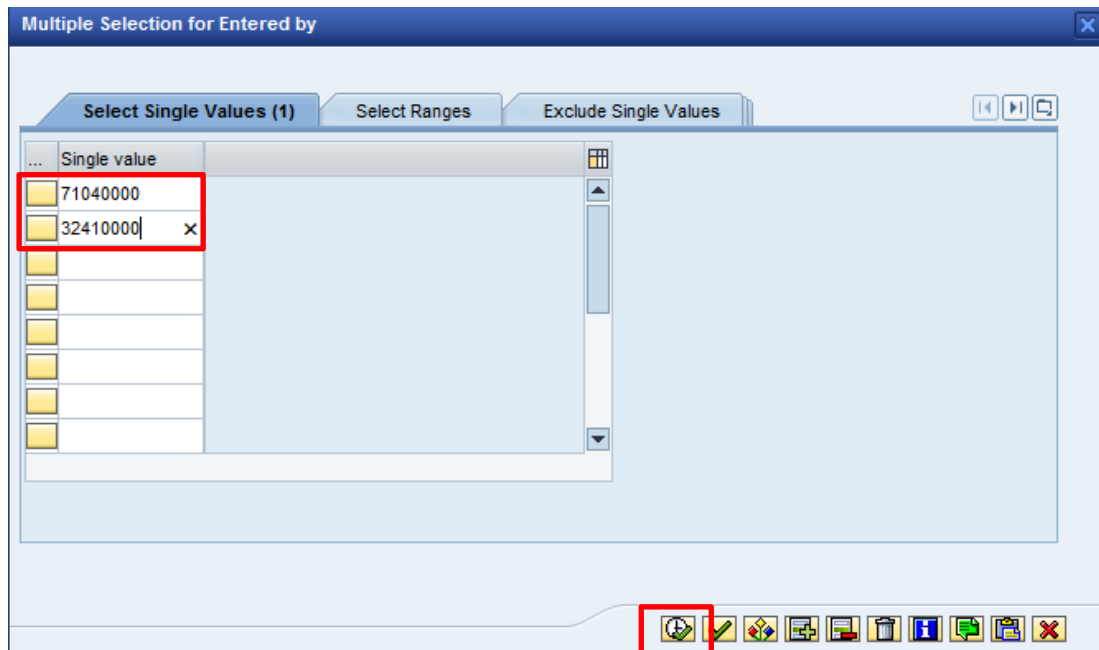
General Selections


Posting date [] to [] []
Document date [] to [] []
Document type [SA] to [] []
Reference [] to [] []
Document header text [] to [] []
Entered by [] to [] []

Processing Status

Enter release [] to [] []
Complete [] to [] []
Released [] to [] []


- In the next screen, enter the payroll numbers of the **Inputter(s)** of your school





- Click the **Execute button**  at the bottom of screen
- You are now back in the previous screen, click on **Save as Variant...**

List of Parked Documents


Menu | Save as Variant... | Back | Exit | Cancel | System | Execute | Get Variant... | Program Documentation


Company code: 1000 to [] 


Document number: [] to [] 


Fiscal year: [] to [] 


General Selections


Posting date: [] to [] 

Document date: [] to [] 


Document type: SA to [] 


Reference: [] to [] 


Document header text: [] to [] 

Entered by: 71044556 to [] 

Processing Status

Enter release: to 

Complete: to 

Released: to 

- Type your school name in **Variant Name** and **Description**, then click **Save**

Variant Attributes

Menu [] [Save] [Back] [Exit] [Cancel] [System] [Copy Screen Assignment] [Information about variant attributes]

Variant Name: My Primary sch [x] []
Description: My Primary school

Only for Background Processing
 Protect Variant
 Only Display in Catalog
 System Variant (Automatic Transport)

Scrn Assignm.

Created	Selection Scrn
<input checked="" type="checkbox"/>	1000

Objects for selection screen

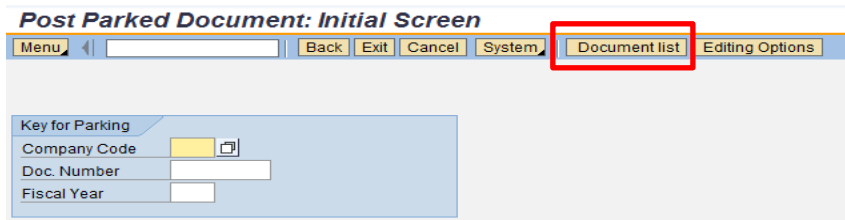
Technical name

Selection Scrn	Field name	Type	Protect field	Hide field	Hide field 'BIS'	Save field without values
1,000	Company code	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	Document number	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	Fiscal year	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- The variant is now set up for you to use, see next section

Section 2: How to approve (post) a journal transfer

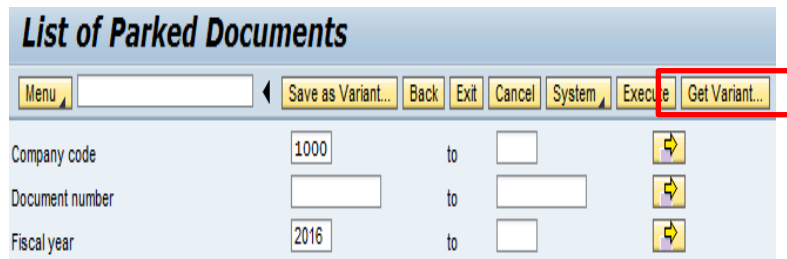
- Log into SAP
- Type in **FBV0** in the transaction field, click **Enter** on your keyboard
- In the Post Parked Document screen, click on **Document list**:



Now follow the required option to find the journal transfers.....

1. To approve multiple journal transfers using the Variant:


- In the next screen, click on **Get Variant...**

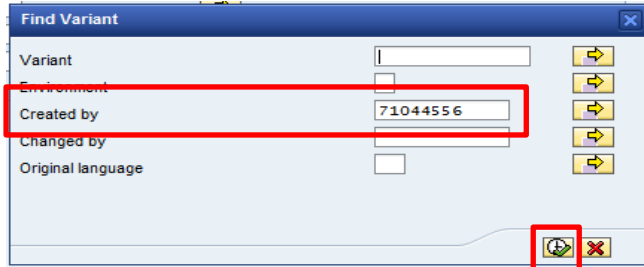


2. To approve a single journal transfer:

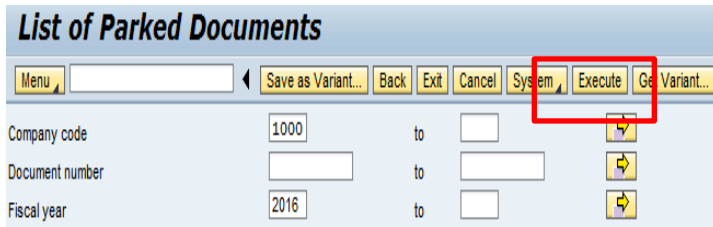
You need to know the journal's document number.

- In the next screen, complete the following fields:
 - **Company code: 1000**
 - **Document number:** as given to you by your Inputter
 - **Fiscal year:** current financial year
 - **Document type: SA**
 - **Entered by: Delete** your employee number

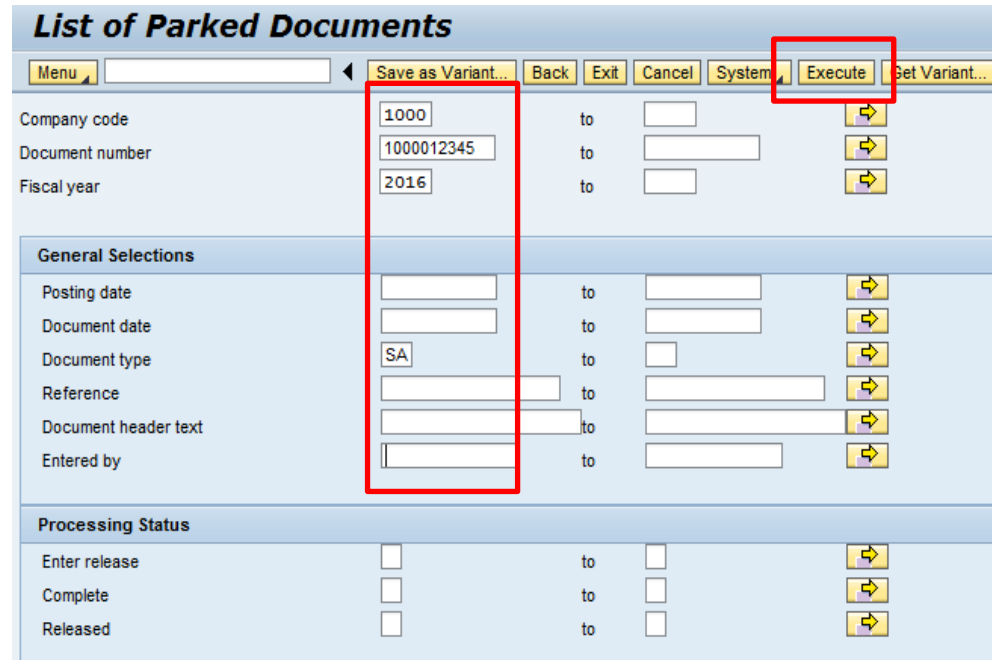
- The **Find Variant** screen appears, showing your payroll number in **Created by**. Nothing to enter or change in this screen, just click on the **Execute** button 



- You are now back in the previous screen, click **Execute**




- Then click **Execute**




- You will see the journal transfer(s) waiting to be approved. **Double click** in the left hand grey cell of the journal line to open it

Post Parked Documents: List

St	SC...	CoC...	Type	Document...	Year	User	Entry Date
	1000	1000	SA	1000010731	2012	SCHINPOTRPT	30.11.2016

- This journal details show. Useful checks to make include:
 - **Cost centre** number - is it yours - in both/all lines **?
 - **GL codes** - are these correct?
 - **Amounts** – are these correct?
 - ****Is there a different cost centre number in one line and/or is the GL code 313390 – in which case is this an incorrectly entered negotiated journal to charge another school (which should have a document type of IR)?**

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Com...	Cost center	Order	Profit center	WBS element
✓	121020	C...	205.30	VN	miscode of inv	✓	1000	CIP0001		CIP0001	
✓	121030	D...	205.30	VN	miscode of inv	✓	1000	CIP0001		CIP0001	

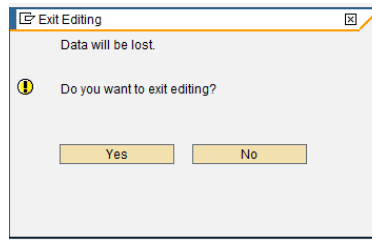
- To view the attachment or note which gives further details of the reason for the journal transfer, click on the **Services for Object** icon  (top right)
- Click **Attachment list**, then **double click** on the attachment to open it
- **Close** out after viewing
- In the journal screen click **Back**

Park G/L Account Document: Company Code 1000

Menu | Save parked document | **Back** | Exit | Cancel | System | Tree on | Company Code

Document Date	Posting Date	Reference	Doc.Header Text	Document Type	Company Code
30.11.2016	30.11.2016	ELEC INV MISCODE	Inv ref 123456789 Aug 16	SA	1000

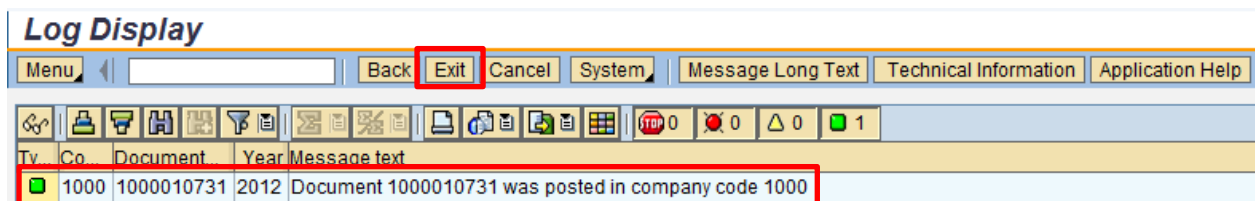
- Click **Yes** to the **Exit Editing** message



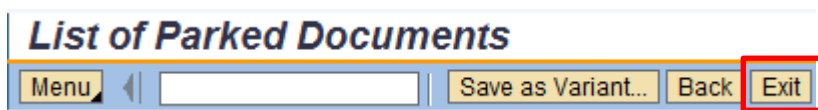
- You are back to the list of journals with your viewed journal still highlighted, so if you are happy to approve it, click **Post**



- A confirmation message shows that the journal (document) has been approved and posted to your budget. Click on **Exit**



- You are now back to the list of journals; if there are no more to approve, click on **Exit**. If you have more to approve, repeat as before.



Section 3: How to delete a parked journal transfer (Approver only)

Only Approvers can delete a parked journal.

It is helpful to have the journal's document number to easily identify the correct journal. Your inputter can provide you with this.

- Approver logs into **SAP**
- In transaction **FBV0**
- Click on **Document List** in the first screen
- In the List of Parked Documents screen, enter the following:
 - **Company code: 1000**
 - **Fiscal year:** current financial year
 - **Document number:** if you know this, type in here
 - **Document type: SA** for journal transfer or IR for negotiated journal
 - **Entered by:** your inputter's payroll number
- Click **Execute**

List of Parked Documents

Menu | Save as Variant... | Back | Exit | Cancel | System | Execute | Get

Company code: 1000
 Document number:
 Fiscal year: 2016

General Selections

Posting date:
 Document date:
 Document type: SA
 Reference:
 Document header text:
 Entered by: 71011000

Processing Status

Enter release: to
 Complete: to
 Released: to

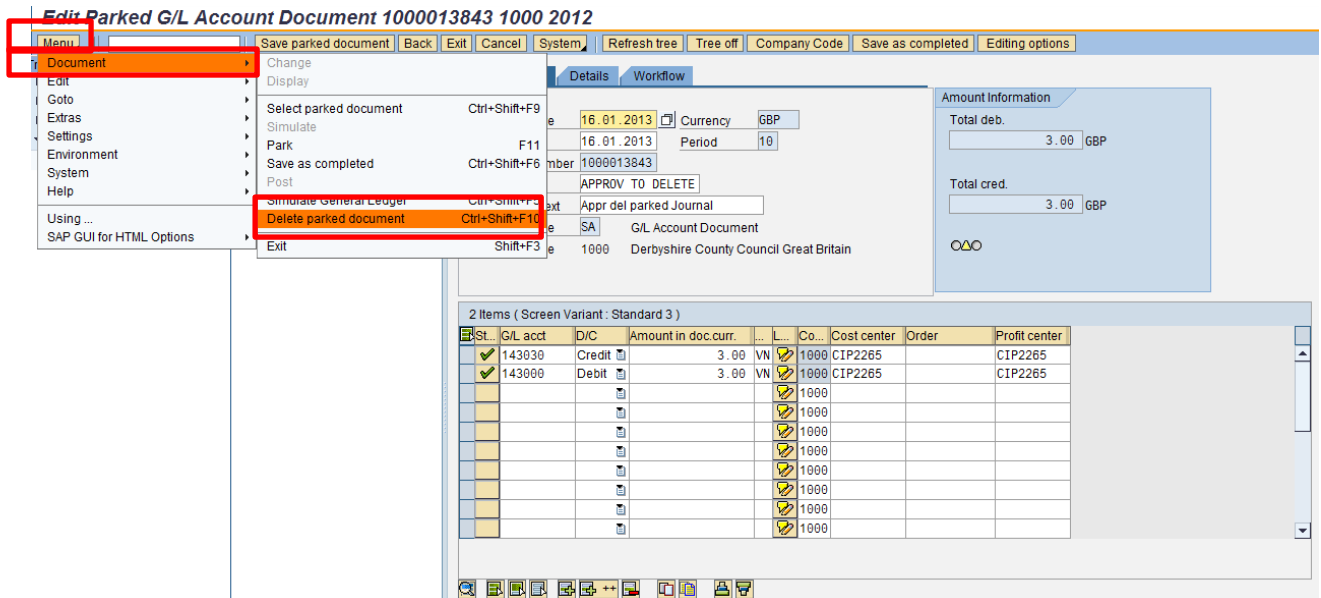
- The next screen will show all the Parked documents awaiting approval. You will need to **double click** on each one to find the one(s) you want to delete

Post Parked Documents: List

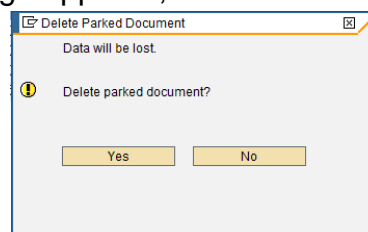
Menu | Post | Back | Exit | Cancel | System | Choose

St.	SC...	CoC...	Type	Document...	Year	User	Entry Date
	1000	1000	SA	1000010942	2012	SCHOOLAPPRC	13.09.2012
	1000	1000	SA	1000010943	2012	SCHOOLAPPRC	13.09.2012
	1000	1000	SA	1000010944	2012	SCHOOLAPPRC	13.09.2012

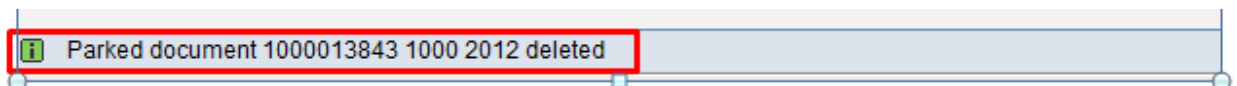
- The journal opens. **Check** this is the journal you wish to delete
(If you are in the wrong journal, click **Back** and exit without editing to return to the list of parked documents)
- If you are in the correct journal, click on **Menu > Document > Delete parked document**



- A Delete confirmation message appears, click **Yes**



- A message at the bottom left of your screen confirms the journal has been deleted



- Click **Back** to exit