

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

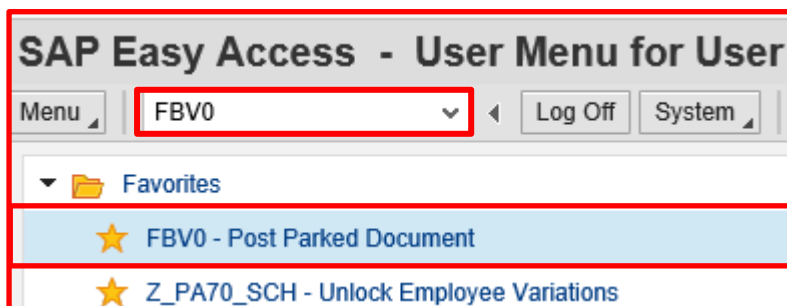
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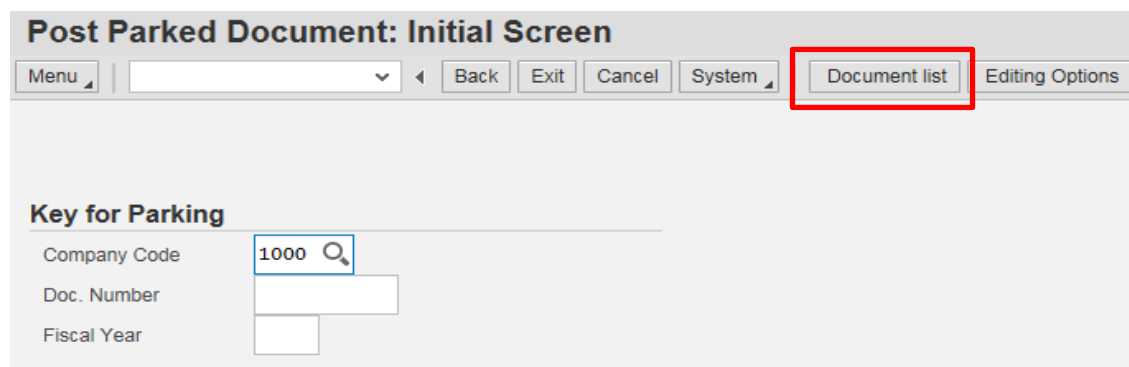
Section 1 - How to set up a rule (variant) to find your Inputter's journal transfers

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
- Or **Double click** on transaction code in Favorites list



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



In the next screen, 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 | [Dropdown] | Save as Variant... | Back | Exit | Cancel | System | Execute | Get Variant...

Company code: 1000 to [] [Yellow Arrow]

Document number: [] to [] [Yellow Arrow]

Fiscal year: 2018 to [] [Yellow Arrow]

General Selections

Posting date: [] to [] [Yellow Arrow]


Document date: [] to [] [Yellow Arrow]

Document type: SA to [] [Yellow Arrow]

Reference: [] to [] [Yellow Arrow]

Document header text: [] to [] [Yellow Arrow]

Entered by: [] to [] [Yellow Arrow]

In the next screen, enter the payroll numbers of the **Inputter(s)** of your school
Click the Execute button  at the bottom of screen

Multiple Selection for Entered by

Select Single Values | Select Ranges | Exclude Single Values | Exclude Ranges

O...	Single value
<input type="checkbox"/>	12345678
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

[Execute Button] [Checkmark] [Close] [Refresh] [Add] [Remove] [Info] [Help] [Cancel]

You are now back in the previous screen, click on **Save as Variant...**

List of Parked Documents

Menu | [Dropdown] | **Save as Variant...** | Back | Exit | Cancel | System

Company code: 1000 to []
Document number: [] to []
Fiscal year: 2018 to []

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

Variant Attributes

Menu | [Dropdown] | **Save** | Back | Exit | Cancel | System | Use Screen Assignment

Variant Name: My school name
Description: My school name

Only for Background Processing
 Protect Variant
 Only Display in Catalog

Screen Assignment

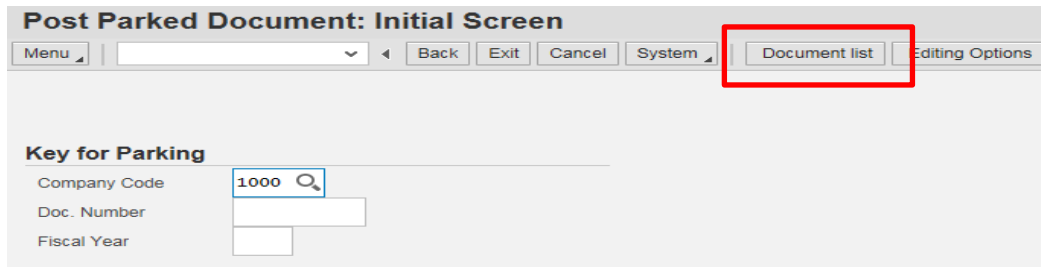
Created	Selection Screenshot
<input checked="" type="checkbox"/>	1000

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 and type **FBV0** in the transaction field, click **Enter** on your keyboard

In the Post Parked Document screen, click on **Document list**:



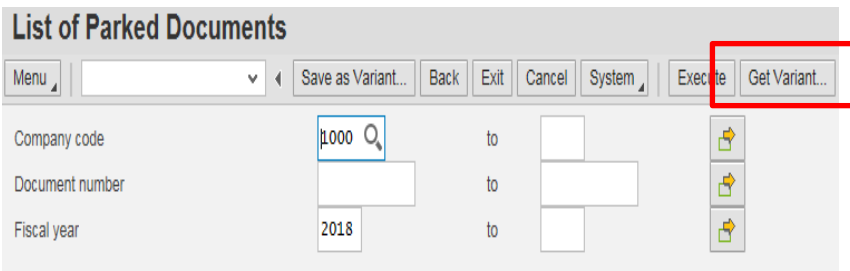
Now follow the required option to find the journal transfers.....

1. To approve multiple journal transfers using the Variant:


2. To approve a single journal transfer:
You need to know the journal's document number.

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

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
- Then click **Execute**

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 

Find Variant

Variant:

Environment:

Created By:

Changed By:

Original Language:

List of Parked Documents

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

Company code: to

Document number: to

Fiscal year: to

General Selections

Posting date: to

Document date: to

Document type: to

Reference: to

Document header text: to

Entered by: to

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

List of Parked Documents

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

Company code: to

Document number: to

Fiscal year: to

List of Parked Documents

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

Company code: to

Document number: to

Fiscal year: to

General Selections

Posting date: to

Document date: to

Document type: to

Reference: to

Document header text: to

Entered by: to

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

Menu | | Post | Back | Exit | Cancel | System | C

St.	SCCd	CoCode	Type	DocumentNo	Year	User	Entry Date
<input type="checkbox"/>	1000	1000	SA	1000001...	2018	36751076	14.02.2019
<input type="checkbox"/>	1000	1000	SA	1000001...	2018	36751076	15.02.2019

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?
- **Debits and Credits** – 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)?*

Edit Parked G/L Account Document 1000001407 1000 2018

Menu | [Dropdown] | Save parked document | Back | Exit | Cancel | System | Tree on | Company Code

Basic Data | Details | Workflow


Document Date: 15.02.2019 | Currency: GBP
 Posting Date: 15.02.2019
 Document Number: 1000001407
 Reference: **ELEC MISCODE**
 Doc.Header Text: **Electricity/Gas miscode**
 Doc.currency
 Company Code: 1000 | Derbyshire County Council Great Britain

Amount Information

Total Dr. 205.30 GBP
 Total Cr. 205.30 GBP

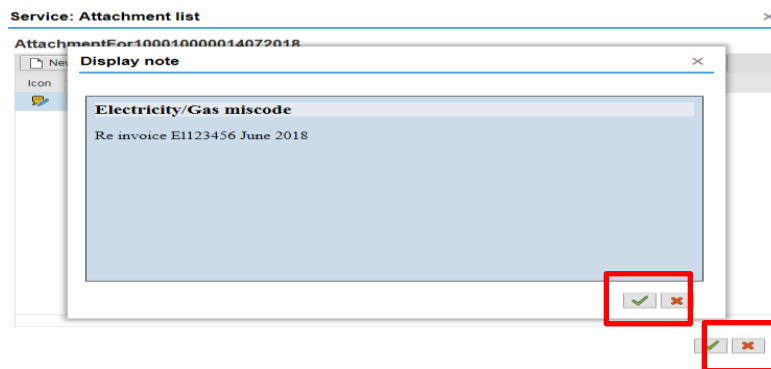
2 Items (No entry variant selected)

Sta...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Com...	Cost center	Order	Profit center
✓	121020	Credit	205.30	VN	Miscode i...	[Icon]	1000	CIS4505		CIS4505
✓	121030	Debit	205.30	VN	Miscode i...	[Icon]	1000	CIS4505		CIS4505
						[Icon]	1000			

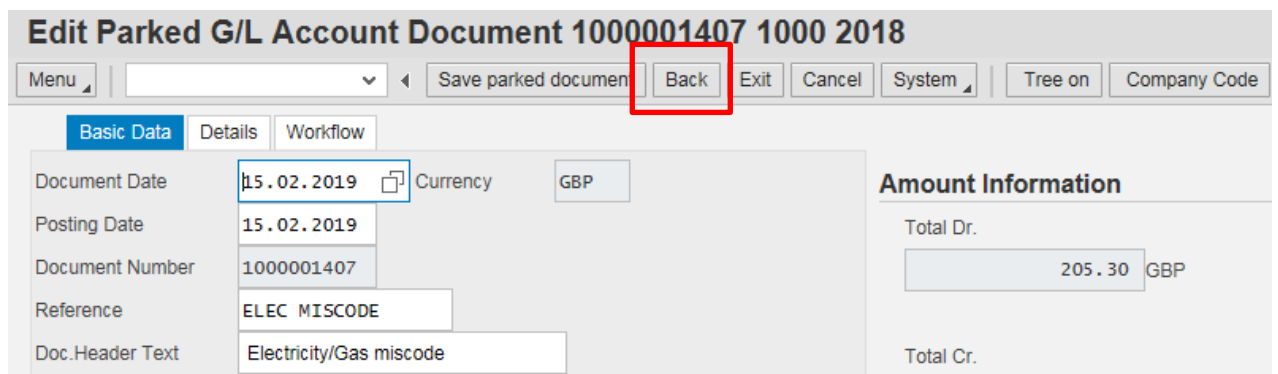
Always view the attachment or note which gives further supporting details of the journal transfer, by clicking on the **Services for Object**  icon (top right of screen)

Click **Attachment list**, then **double click** on the attachment/note to open it

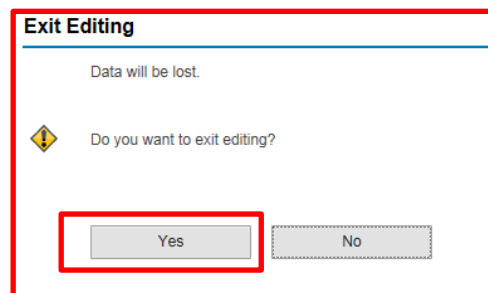
Close out of the attachment/note by clicking on the red crosses, after viewing, to return to the journal



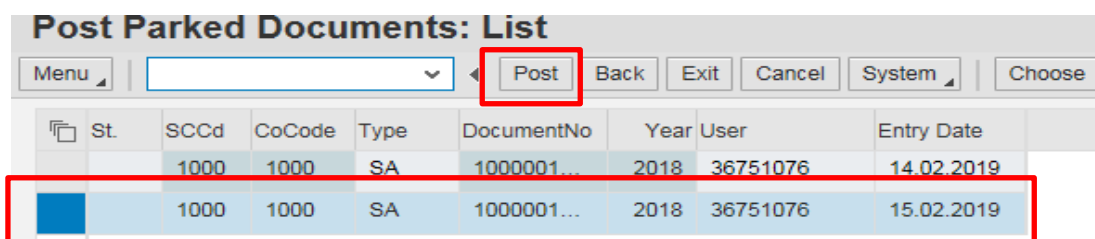
To approve you have to click on **Back** in this journal screen



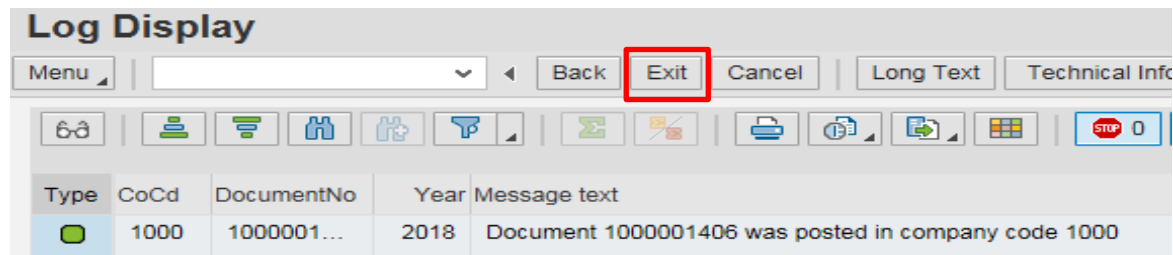
Click **Yes** to the **Exit Editing** message



You are back to the list of journals and your viewed journal is 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 **Exit**



You are now back to the list of journals; if there are no more to approve, click **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** and into 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 | [Dropdown] | Save as Variant... | Back | Exit | Cancel | System | **Execute** | Get Variant...

Company code: 1000 to [] [Folder Icon]

Document number: [] to [] [Folder Icon]

Fiscal year: 2018 to [] [Folder Icon]

General Selections

Posting date: [] to [] [Folder Icon]

Document date: [] to [] [Folder Icon]

Document type: SA to [] [Folder Icon]

Reference: [] to [] [Folder Icon]

Document header text: [] to [] [Folder Icon]

Entered by: 12345678 to [] [Folder Icon]

The next screen will show all the Parked documents awaiting approval. Unless you have the document number, you will need to **double click** on each one to find the one(s) you want to delete

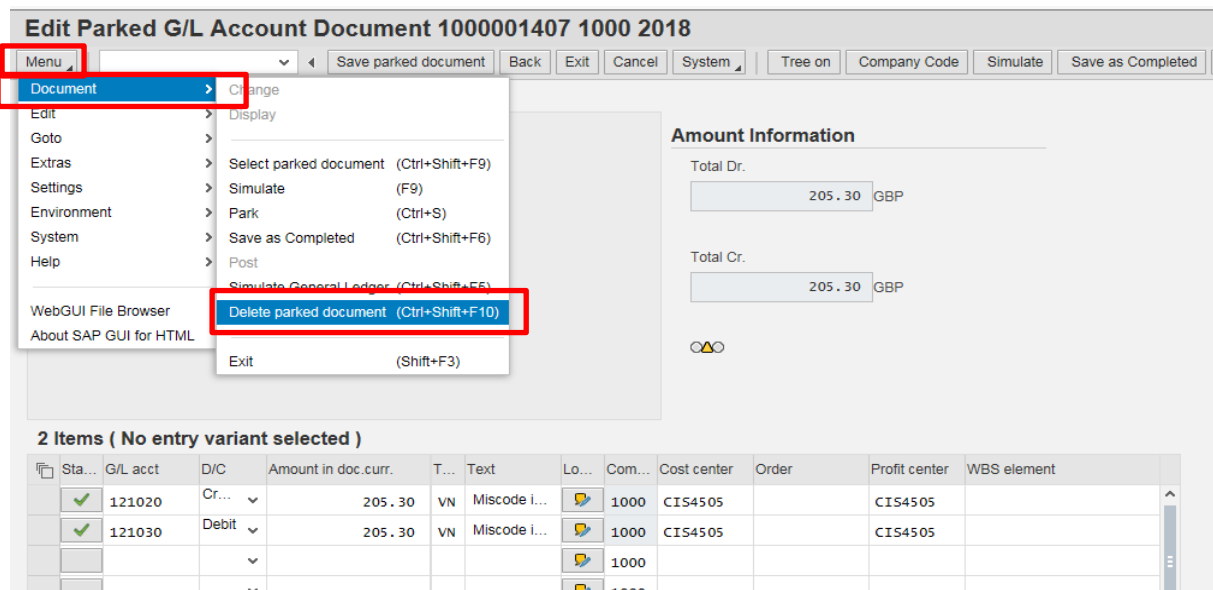
Post Parked Documents: List

Menu | [Dropdown] | Post | Back | Exit | Cancel | System | Choose

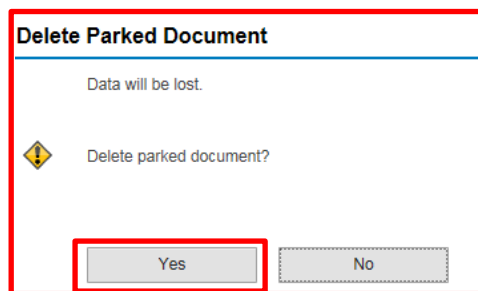
St.	SCCd	CoCode	Type	DocumentNo	Year	User	Entry Date
	1000	1000	SA	1000001...	2018	36751076	14.02.2019
	1000	1000	SA	1000001...	2018	36751076	15.02.2019

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*)

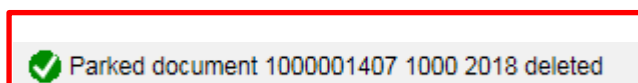
If you are in the correct journal, click on **Menu > Document > Delete parked document** (see screenshot on next page)



A **Delete Parked Document** confirmation message appears, click **Yes**



You are now back in the Post Parked Documents screen (with the journal line still showing) but the message at the bottom left of your screen confirms the journal has been deleted



Click **Back** to exit