Work Instruction

Parked Document Edit Post Delete

When to Use

For retrieval of parked documents for the purpose of editing and/or final posting OR for the deletion* of a parked document.

*NOTE: At year end, all parked documents with a posting date earlier than October 31st will be deleted from the system.

Steps

1   Retrieve parked document

2   (a) EDIT and/or POST parked document or

       (b) DELETE parked document

Detailed Procedures

Access the transaction using:

Menu	Accounting >> Financial Accounting>>Accounts Payable>>Document>>Parked Documents >> Post/Delete
Transaction code	FBV0

OR

Menu	Accounting >> Financial Accounting>>General Ledger>>Document >>Parked Documents >> Post Parked Document
Transaction code	FBV0

Step 1

Retrieve Parked Document

Document Goto System Help

Post Parked Document: Initial Screen

List

Company code   UOFT
Document number 1000547768
Fiscal year

> Insert parked document number, then click on ✅ to retrieve document

> If you don't know the parked document number, use "List"

> Use the various selection criteria to search for the parked document:

List of Parked Documents

Company code	UOFT	to			➡
Document number		to			➡
Fiscal year	2006	to			➡
Posting date		to			➡
Document date		to			➡
Document type		to			➡
Reference					➡
Document header text					➡
Entered by					➡
Enter release					➡
Complete		to			➡
Released		to			➡

> Enter your USERID to search for own documents
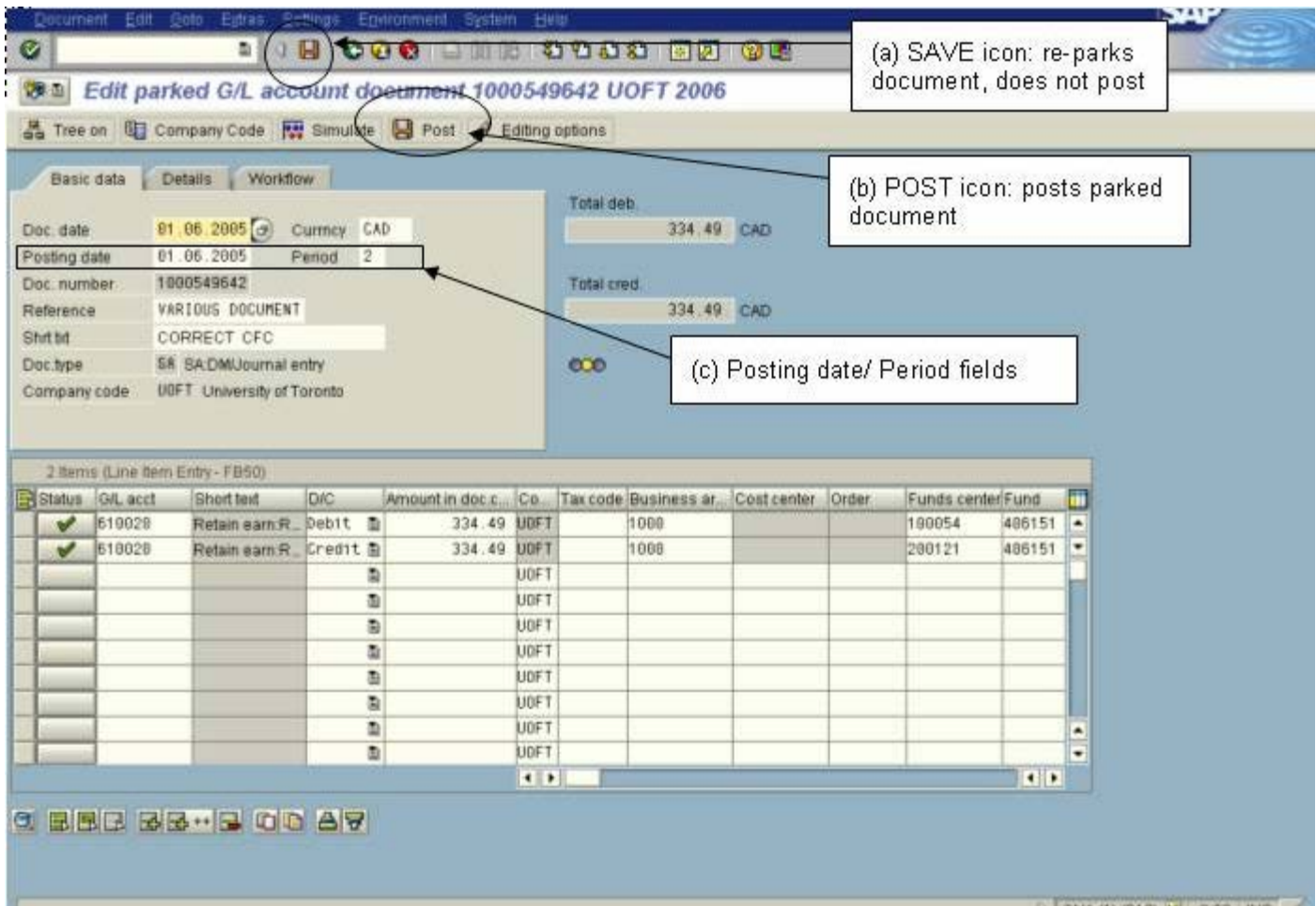
List   Edit   Goto   System   Help

Post Parked Documents: List

Choose

> From the list double click on the specific document or place a checkmark in the box.

Doc. no.	Year	CoCd	DT	PstgDate	Curr.	Reference	W	V	F
☐ 1000547726	2006	UOFT	SA	17.05.05	CAD	DOC 1-442576			
						Correct CFC			
☐ 1000547730	2006	UOFT	SA	17.05.05	CAD	VARIOUS DOCUMENT			
						Correct CFC			
☐ 1000547731	2006	UOFT	SA	17.05.05	CAD	VARIOUS DOCUMENT			
						Correct CFC			
☐ 1000547732	2006	UOFT	SA	17.05.05	CAD	VARIOUS DOCUMENT			
						Correct CFC			
☐ 1000547734	2006	UOFT	SA	31.03.06	CAD	VARIOUS DOCUMENT			

Step 2(a) EDIT and/or POST parked document

Edit parked G/L account document 1000549642 UOFT 2006

Tree on   Company Code   Simulate   Post   Editing options

(a) SAVE icon: re-parks document, does not post

(b) POST icon: posts parked document

(c) Posting date/ Period fields

| Basic data | Details | Workflow |

Doc. date   01.06.2005   Currncy CAD
Posting date   01.06.2005   Period   2
Doc. number   1000549642
Reference   VARIOUS DOCUMENT
Shrt txt   CORRECT CFC
Doc.type   SR SA:DM/Journal entry
Company code   UOFT University of Toronto

Total deb.   334.49 CAD
Total cred.   334.49 CAD

2 items (Line Item Entry - FB50)

Status	G/L acct	Short text	D/C	Amount in doc.c...	Co.	Tax code	Business ar...	Cost center	Order	Funds center	Fund	
✔	610028	Retain earn:R...	Debit	334.49	UOFT		1000			190054	486151	
✔	610028	Retain earn:R...	Credit	334.49	UOFT		1000			200121	486151	
					UOFT							
					UOFT							
					UOFT							
					UOFT							
					UOFT							
					UOFT							
					UOFT							
					UOFT							

If **EDITING** the parked document make required changes and SAVE (see (a) above)

If **POSTING** the parked document the following must be considered:

i. Document has a posting date within the current period

Post the document by clicking on Post (see (b) above)

ii. Document has a posting date in a previous period within the current fiscal year

Change the posting date AND posting period to current date and period (see (c) above), and POST the document (see (b) above)

You will receive the following warning message: "Period 11 adjusted in line with posting date 31.01.2006". Acknowledge the message by hitting "Enter" on your keyboard.

iii. Document has a posting date in a previous fiscal year

Change the posting date AND posting period to current date and period (see (c) above), save the parked document again (see (a) above)

You will receive the following information messages:

a) "Document date and posting date are in different fiscal years".

b) Net due date on dd/mm/yyyy is in the past

Acknowledge the messages by hitting "Enter" on your keyboard.

c) "Preliminarily posted document was changed".

Retrieve the document and POST the document (see (b) above). You will get the same warning

messages as detailed above, simply hit "Enter" to continue.

You have successfully posted a parked document.

Note: When you display any document that was originally parked, you will see two user ids in the header. 'Parked By' shows the user id of the person who processed the original parked document and 'Posted By' will show the user id of the person who posted the parked document.
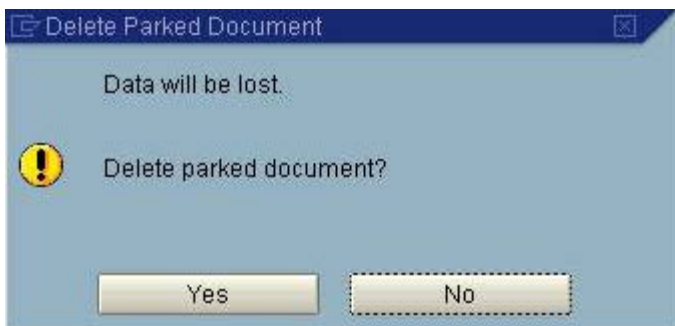

Document header shows 'Parked by' and posted by user ids.
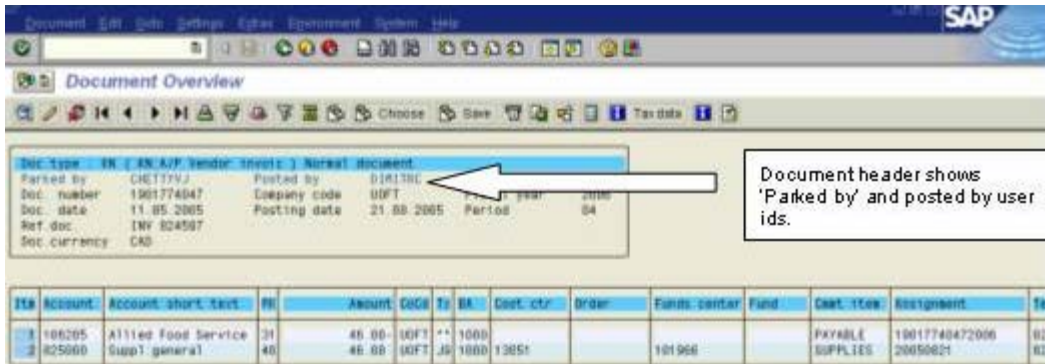
Step 2(b) DELETE parked document

From "Edit" screen (See 2(a)):Click on **Document** >> **Delete parked document** as shown here:
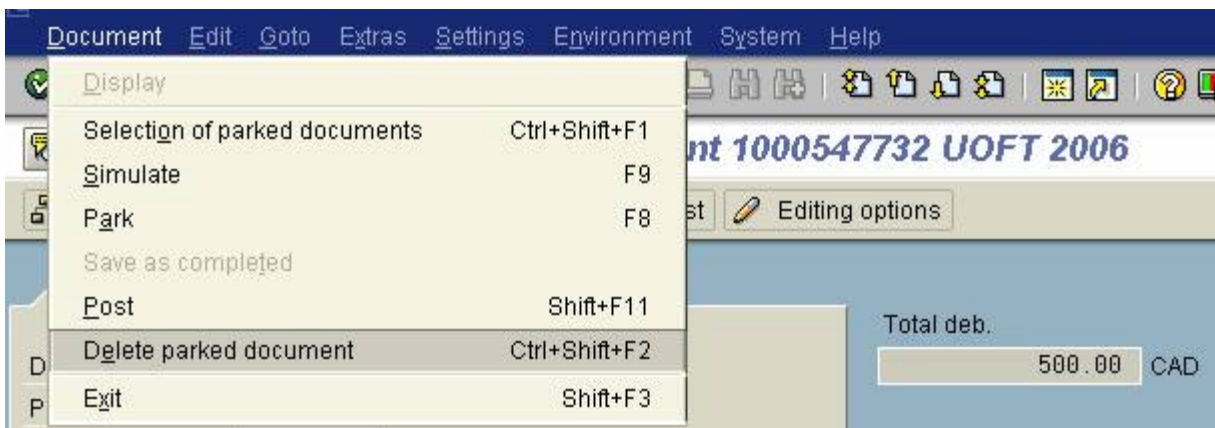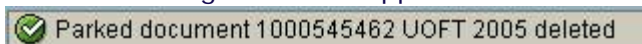

The following message will appear:

Confirm the deletion action by clicking on "YES". **The parked document is now deleted.**

The acknowledgement will appear at the bottom of your screen as follows:

✅ Parked document 1000545462 UOFT 2005 deleted

End of Procedure