Change a Parked Document

Once a document is parked (i.e. put on hold, not completed) or completed (i.e., in the workflow process, not yet posted), many types of changes can be made to the document before it is approved. These changes are made via the transaction titled “Change Parked Document” on the User Menu. Do NOT use this transaction to display the document once completed and in the JV Workflow approval process. Use this transaction only to make changes to a parked or completed document if needed.

The transaction can be used to finish entering line items if the entry was parked with partially entered data. While line items can be added or deleted, those lines already entered can also be changed. Most fields can be changed, such as amount, G/L Account, cost objects (Cost Center, Profit Center, WBS Element), and text fields (Document Header Text, Reference, line item text, extra text entered in the Note, etc.). Also, the Document Date and Posting Date fields can be changed on the Document Header via this transaction. This is useful when a document is parked in one fiscal period or fiscal year, but needs to be completed in another fiscal period or fiscal year.

In addition, changes or corrections can be made to a rejected document if needed, and are covered in detail in the section of the Guide titled “Process a Rejected Document”.

The Change Parked Document transaction can also be used to attach a file (Word, Excel, etc.) before the document is completed, approved, and posted. Attaching a file is covered in detail in the “Attach a File via Change Parked Document” section of the Guide and referenced in this section of the Guide.

After a parked document entry has been modified, the document may be parked again until ready to be completed, or the document can be completed while in the Change Parked Document transaction. All of these steps and more are covered in this section of the Guide.
Change a Parked Document – FBV2

Via User Menu: Financials → Financial Documents → Change Parked Document

On the Change Parked Document: Initial Screen:

1. Enter the **Company Code** (e.g., 0010, 0030, etc.).
2. Enter the **Document number** in the **Doc. Number** field.
3. Enter the **Fiscal Year**.
4. Click on the ✔ **Enter** button or press **Enter** to display the Change Parked Document: Overview screen (see next page).

**Note:** If the document number is not known, click on the **Document list** button (F5) to display the List of Parked Documents screen. Follow the instructions per steps 6-13 in the previous section titled Display a Parked Document. Select the document number to change per the list and proceed to the next step on the next page.
Correct Line Items or Add More Line Items Via Fast Data Entry

5. Click on the **Fast Data Entry** button *(Shift+F8)*.

6. Enter additional line items or correct existing line items as needed.

7. Click on the **Overview** button *(Shift+F2)* to return to the *Change Parked Document: Overview* screen.

8. At this point if an error message displays stating that **only G/L Accounts can be added** (when changing existing line items):
   - Click the **OK** button to close the error message dialog box.
   - Click on the **Cancel** button to return to the *Change Parked Document: Overview* and repeat steps 5 -7 above.

   **Note:** If the error message still displays, use the steps on the next pages to correct existing line items if needed.
Delete an Existing Line Item

9. Double click on the desired line item to select that item (or use the Fast Data Entry button if preferred).

10. Key 0.00 in the Amount field (amount field also available on Fast Data Entry screen).
Change a Parked Document (cont.)

11. To return to the Change Parked Document: Overview screen, click on the Document overview button.

12. If applicable, click OK to close the Warning dialog box stating that the 0.00 amount will be deleted (message may appear in Status bar only).

13. Since the warning message appeared, click on the Enter button to actually return to the Overview screen.

   Note The deleted line item still appears with a zero amount until the document is fully approved and posted. Once posted, line items with zero amounts are deleted.

14. If needed, follow Steps 5-8 to add the line item with the corrected G/L Account via the Fast Data Entry button.
Change a Parked Document (cont.)

Change the Document Header Fields

15. Enter changes to the Reference or Doc. Header Text fields as needed (only fields displayed in white on the Overview screen).

16. Click on the Document Header button to display and change other header fields (Document Date, Posting Date, and Fiscal Year).

17. Change any fields displayed in white as needed (see specific steps for changing the Posting Date if needed).

Note: The Posting Date field overrides the Period field, i.e., the Period field will default to a period that matches the Posting Date entered.

18. Click on the Overview button when complete.
Change a Parked Document (cont.)

Change the Posting Date to the Next Fiscal Period

Note: These specific steps apply if the document was initiated and / or completed in one fiscal period (e.g. Period 11), yet due to timing won’t be approved until the next fiscal period (e.g. Period 12). The Posting Date must be changed to a date that falls in the next fiscal period.

19. Click on the Document Header button to display and change the Posting Date field.

20. Change the Posting Date to a date that falls in the next fiscal period, so that the document can be completed and approved in that fiscal period.

21. Click on the Overview button when complete.
Change a Parked Document (cont.)

To Change the Posting Date to the Prior Fiscal Period (For Rejected Documents)

Note: These specific steps apply during a fiscal period or fiscal year closing, when two fiscal periods are open. The steps are helpful if the document was completed in one period (e.g. Period 12), yet was rejected and should be completed and approved in the prior period (e.g. Period 11). The Posting Date must be changed to a date that falls in the prior fiscal period.

22. Click on the Park Document button to place the document on hold and “reset” the completed flag.

23. Follow the Change a Parked Document menu path and steps 1-4 to access the Change Parked Document: Overview again.

24. On the Change Parked Document: Overview screen, click on the Document Header button to display and change the Posting Date field.

27 Follow the menu path and steps to access the Change Parked Document: Overview screen again.

28
25. Change the Posting Date field to a date that falls within the prior fiscal period, so that the document can be completed and approved in that fiscal period.

26. Click on the **Overview** button when complete.
Change a Parked Document (cont.)

Complete the Document and Start the JV Workflow Process

Note: If NOT ready to complete the document, use the Park Document button to save the changes and place the entry on hold. IF NO CHANGES WERE MADE, DO NOT USE THIS BUTTON. If a document has been completed and no changes are made, then using the Park Document button will cause the document to reset as “un-completed” and the parked document will not route to the JV Workflow for approvals.

Note: For steps on how to attach a file (Word, Excel, etc.) via the Change a Parked Document transaction, see previous section of the Guide.

27. Follow the menu path: Document → Complete.

Note: An Information dialog box will appear notifying you that the Preliminary posted document (document number and company code) was changed. Click the OK button to proceed.

To Exit the Transaction
28. Click on the Exit button (Shift+F3) until the initial SAP screen is displayed.