Change Parked Document (FBV2)

**Purpose**

Use this procedure to select and change a parked document. Appropriate use areas include:

- Cashier
- Customer Billing Through Payment
- Non-Invoice Related Customer Payments
- Direct Invoice Entry
- Accounts Receivable for Grants
- General Ledger Journal Entries
- Journal Entries for Central Users

This document explains how to Change Parked Documents and assumes that you already have access to the FBV2 transaction and have a parked document.

**Trigger**

Perform this procedure when changes need to be made to a parked document.

**FBV2 Transaction Process**

Follow the steps below to change a parked G/L account document.

1. Navigate to the FBV2 – Change Parked Document transaction:
   
   a. Type the transaction code FBV2 directly into the Command Bar and press Enter to the left of the command bar or on your keyboard.

   ![Change Parked Document: Initial Screen](image)

   **Starting Screen:** The image above displays the landing page after accessing the FBV2 transaction. If you have the document number that you want to access, input the number in the document number field, enter UC in the Company Code field, and the fiscal year for the document in the Fiscal Year field, and the press Enter to the left of the command bar or on your keyboard. Skip to Step 3, if you know your document number. If you do not know your document number, select the text Document List to bring up a search page for a list of parked documents and proceed to Step 2.
2. Access your unknown parked documents.
   
a. The only required field in the List of Parked Documents search page is the company code. You are able to be as specific as you want when searching parked documents. It is suggested that you include your UC username in the Entered by field in order to only display documents that you have parked. After entering your search criteria select the execute icon to perform the search.

![List of Parked Documents](image)

b. A listing of your parked documents will be displayed. Double click on the document number of the document you want to edit to be taken to the Edit Parked G/L Account Document page for the document selected.

![Change Parked Documents: List](image)

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3. Make any adjustments necessary in the Basic Data section:

![Edit Parked G/L Account Document 0100003168 UC 2019](image)

*a. Document Date* – The date the document is created (always use the current date).

*b. Posting Date* – The date the document will be posted to appropriate accounts. Any date within an open period can be used. Please note that the posting period must match the posting date.

*c. Reference* – A 16-character text field that should be used to reference other sources of information. Great for referencing other UC Flex Documents. For example, use NIU form A169 number or original document number if moving an expense or revenue.

*d. Doc.Header Text* – A 25-character text field that indicates the reason the document is being created.

*e. Document Type* – Key that identifies to which group of documents this document will be assigned.

  i. The Office of the Controller offers explanations for the different [Document Types](#).

(directions continue on next page)
4. Make any appropriate changes to the account line item information.
   a. The fields listed below are **REQUIRED** when filling in the account line information:
      i. G/L acct → D/C → Amount in doc.curr → Fund → Cost Center → Func. Area → Text
   b. The fields listed below are **CONDITIONAL** when filling in the account line information:
      i. Grant → Order → WBS Element → Earmarked funs → Assignment

   c. Repeat steps 4(a) and 4(b) for each line item you need to change. Remember that the dollar amount of debits must equal credits before the document can be posted.
   d. During a transaction you can check whether the account line entered is OK by clicking the **yellow box** to the left of the G/L acct field. This causes a check of the full line and issues a message regarding errors.
   e. Check out the **Office of the Controller’s** website for further explanations regarding the REQUIRED and CONDITIONAL account line fields.

5. Park the edited document following one of the ways below.
   a. **Park** as incomplete if you want to return to the document to make adjustments.
   b. **Save as Completed** to submit the document for posting.

✓ Check out **Best Practices for Entering Accounting Documents in UC Flex** for more information.

Contact the **Office of the Controller** for questions. 513-556-3152