

# FBVO ProCard Editing



**Process:** ProCard transactions are posted automatically when they are entered into IRIS/SAP. All of these transactions must be edited with the correct GL Account and, when necessary, the Cost Center/WBS Element/Internal Order

**Role:** General User

**Frequency:** When needed

## BEGINNING

**Has a ProCard transaction been entered on the default account?** Yes

**Is the GL Account 540348 the default GL Account?** Yes

**Does the Cost Object (Cost Center/Internal Order/WBS Element) need to be changed?** Maybe

**Enter the transaction code** FBVO

## INITIAL SCREEN

**Click on the Document List button**



**Remove your User ID from the Entered by field**

Entered by LKINNE2

**Company Code** UK00

**Fiscal Year** Enter the current fiscal year

**Document Header Text** For Production, enter P and the last 7 digits of the Procard number

**Click on the Execute icon**



## POST PARKED DOCUMENTS: LIST SCREEN

**Double-Click on the first document in the list to edit it**

## EDIT PARKED GL ACCOUNT DOCUMENT SCREEN

**GL Account** Enter the correct GL Account or you may use the Possible Entries icon to select the correct GL Account

**D/C** Choose Debit

**Amount in Doc. Curr.** Enter the amount of the debit



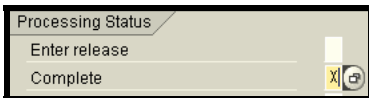



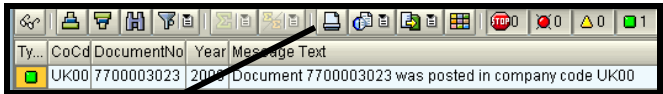

**Text** Contains the Vendor name

The following tools to help you are on the myHelp website.

Course Material • Transaction Procedures • Transaction Simulations • Online Feedback Form

<http://myhelp.uky.edu/>

# FBVO ProCard Editing

<b>Cost Object</b>	Enter the correct Cost Center, WBS Element, or Internal Order
Press Enter to validate the data entry	
Click on the Save As Completed button to park the document	
<b>POST PARKED DOCUMENTS: LIST SCREEN</b>	
Continue the process above with the rest of the documents until all of them have been edited	
When finished editing, click on the Back icon until you return to the List of Parked Document screen	
<b>LIST OF PARKED DOCUMENTS SCREEN</b>	
Enter an X in the Complete field under the Processing Status area	
Click on the Execute icon	
<b>POST PARKED DOCUMENTS: LIST SCREEN</b>	
Click on the Select All icon	
Click on the Save icon to post the documents	
<b>LOG DISPLAY SCREEN</b>	
You should see a log of all the documents you edited	
Print the screen by clicking on the printer icon located on the Log Display toolbar	
Attach the detail documentation (ProCard receipts) to the printed documents and sign the document. Obtain the approving official's signature and file the documents for audit purposes and compliance with the records retention requirements.	

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