

# FBV2 Document List Search



**Process:** A parked document needs to be changed, but the document number is not known. In FBV2, the Document List button can be used to find the document.



**Role:** General User

**Frequency:** When needed

## BEGINNING

Does a GL Document need to be changed?	Yes
Is the GL Document number known?	No
Enter the transaction code	FBV2
Press Enter	

## SEARCH FOR DOCUMENT NUMBER

Click on the Document List button	 Document list
Company Code	Enter UK00
Fiscal Year	Enter the Fiscal Year of the document
Enter at least one of the following selection criteria fields:	
Posting Date	Enter the date or a range of dates when the document was posted
Document Date	Enter the date or a range of dates when the document was entered
Document Type	Enter the document type (i.e., <b>SA</b> for a GL document) or click on the Possible Entries search
Reference	Enter the reference number or for a GL document enter <b>GA</b> , <b>SPA</b> , or <b>HOSP</b>
Document Header Text	Enter the document header text
Entered By	Enter the User ID of the person who entered the document
Click on the Execute icon	

## EDIT CHANGES TO DOCUMENT FIELDS

Reference	Change the accounting department where the documentation will be filed: GA, SPA, or HOSP
Doc. Header Text	Change the reason for the document
G/L acct	Change the appropriate GL account number

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

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

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

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<b>D/C</b>	Change either Debit or Credit
<b>Amount in doc. Curr.</b>	Change the amount of the debit or credit
<b>Assignment no.</b>	Change the assignment number, if applicable
<b>Text</b>	Change appropriate line item text (Optional)
<b>Cost Center</b>	Change the appropriate cost center
<b>Order</b>	Change the appropriate internal order
<b>WBS Element</b>	Change the appropriate WBS element
<b>Fund</b>	Change the fund, if using a WBS element

## VALIDATE AND PARK THE DOCUMENT

Validate the data entry

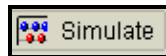
Press Enter or click the Enter icon





St...	G/L acct	Shorttext	D/C	Amount in doc.curr.	Assignment...	Text	Busi...	Cost center
✓	590020	F&A Cost	Debit	310.70		OH Charge	0201	
✓	590020	F&A Cost	Debit	320.00		OH Charge	0201	
✓	590020	F&A Cost	Debit	350.00		OH Charge	0201	
✓	475010	F&A Cost Recovery	Credit	980.70			0101	1011659740

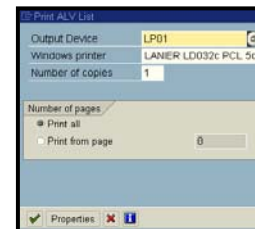
Green checkmarks appear in the Status column for each line item. This checkmark means that the data entered on that line is valid and accepted by the system. It does not mean that the data is accurate, e.g., correct cost center or amount.

Click on the Simulate button



to view the entered values before posting.

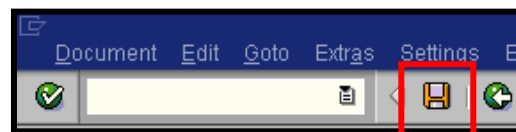
Select the printer icon,  to print the document, after selecting the printer icon, the Print ALV list window appears, your default printer will appear. If you accept the default settings select the continue icon,  at the bottom of the window.



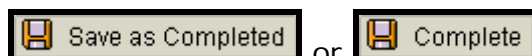
## PARKING THE DOCUMENT

To park the document as incomplete.

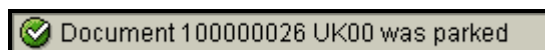
Click on the Save icon located on the Standard Toolbar



To park the document as complete. Click on the Save As Completed or Complete button



When the document is parked, remember to write down the number on the printout



Notify the appropriate central accounting department by forwarding the printout with the document number and attach any required back-up documentation.

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