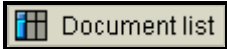





# FBV2 Document List Search

Beginning Steps	
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 PUR
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 entered by central accounting, date and initials
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	Update date and initials
Doc. Header Text	Change the reason for the document
G/L acct	Change the appropriate GL account number
D/C	Change either Debit or Credit
Amount in doc. Curr.	Change the amount of the debit or credit
Assignment no.	Change the assignment number, if applicable
Text	Change appropriate line item text (Optional)



# FBV2 Document List Search

<b>Cost Center</b>	Change to the appropriate cost center
<b>Order</b>	Change to the appropriate internal order
<b>WBS Element</b>	Change to the appropriate WBS element
<b>Fund</b>	Change to the appropriate fund



### Validate and Park the Document

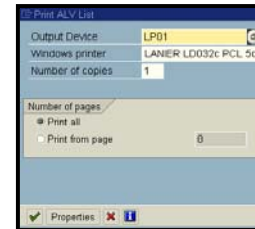
Validate the data entry Press Enter or click the Enter icon 

St...	G/L acct	Short text	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

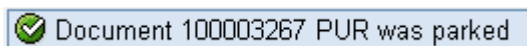
To park the document as incomplete. Click on the Save icon located on the Standard Toolbar



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.