#### Change Parked Document – FBV2

- 1. Enter Company Code.
- 2. Enter Document number.
- 3. Enter Fiscal Year.

**Notes** 

- 4. Click on the Enter M button.
- 5. Change Reference field.
- 6. Change data in the text field
- 7. Click the Enter 🖄 button.
- 8. Click on the Save 📕 button.
- 9. Click on the Exit 🤷 button

**Display Parked Document – FBV3** 

Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Accounts Payables  $\rightarrow$  Document Entry $\rightarrow$  Documents Parking  $\rightarrow$ FBV3 – Park/Edit Invoice

- 1. Enter Company Code.
- 2. Enter Document number.
- 3. Enter Fiscal Year.

**Notes** 

4. Click the Enter 🙆 button.



6. Click on the Exit 🤷 button

Post/Delete	а	parked	Document	—
=V60				

Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$ Accounts Payables  $\rightarrow$  Document  $\rightarrow$ Parked Documents  $\rightarrow$ FV60 – Post/Delete

- You can choose from the menu Document→ Select parked document
- 2. Enter Company Code.
- 3. Enter Document number.
- 4. Enter Fiscal Year.
- 5. Click the Enter Sutton.
- 6. Select from menu **Document**→ **Delete** parked document.
- 7. Click on the Exit 🙆 button

#### Notes

#### Post Vendor Invoice - FB60

- 1. Click on the Company Code button
- 2. Enter Company Code.
- 3. Enter Vendor Account
- 4. Enter invoice date.
- 5. Enter posting date
- 6. Enter Reference.
- 7. Enter Amount
- 8. Select calculate tax check box
- 9. Enter Tax code.
- 10. Enter Text
- 11. Enter General Ledger Account
- 12. Enter D/C debit or credit.
- 13. Enter amount.
- 14. Enter Cost Center.
- 15. Click on the Payment Tab
- 16. Enter Payment terms.
- 17. Enter Payment method
- 18. Click on the Enter amount.

button

- 19. Click on the Post 🗵 button.
- 20. Click on the Exit 🙆 button

## Notes

Panel 3

Panel 4

Panel 5

## Park/Edit Credit Memo - F-66

Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$ Accounts Payable→ Document Entry → Document Parking → F-66- Credit Memo parking

- 1. Enter Document Date.
- 2. Enter company code.
- 3. Enter Posting Date.
- 4. Enter Currency.
- 5. Enter Reference
- 6. Enter Doc Header Text.
- 7. Enter Posting Key
- 8. Enter Vendor Account
- 9. Click on the Enter button
- 10. Enter Amount.
- 11. Enter Text

12. Enter Posting key (PstgKey).

13. Enter General Ledger Account

14. Click the Enter Subtraction

15. Enter \* or Amount.

16. Enter Tax code

22. Enter cost center.

- 23. Enter + (plus) to adopt text from the first line items.
- 24. Click on the Document overview button.

25. Click the Save 🖳 button.

Notes

26. Click on the Exit Currency.

6

button

Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$ Accounts Payable → Document entry → FB65 - Credit memo

- 1. Click on the Company Code button
- 2. Enter Company Code.

Post Credit Memo- FB65

- 3. Enter Vendor Account
- Enter invoice date.
- 5. Enter Posting date
- 6. Enter Reference.
- 7. Enter Amount
- 8. Select calculate tax check box
- 9. Enter Tax code.
- 10. Enter Text
- 11. Enter General Ledger Account
- 12. Enter D/C debit or credit.

13. Enter amount.

- 14. Enter Text
- 15. Enter Cost Center.
- 16. Click on the Payment Tab
- 17. Enter Payment terms.
- 18. Enter Payment method
- 💥 Simulate 19. Click on the button Enter amount.
- 20. Click on the post 🖳 button. 21. Click on the Exit button

#### (http://www.sapdb.info) **SAP Quick Reference** FI Accounts Payable II

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# **SAP Icons/Buttons**

Enter	ENTER	
Save	CTRL-S	
Back	F3	
Exit	SHIFT-F3	$\mathbf{O}$
Cancel	F12	
Help	F1	2