



## Accounting Services

### Deletion of Parked and Not-Yet-Posted JVWF Documents

#### Overview

Effective January 17, 2007, Accounting Services will delete all documents on the parked document list or in JV workflow that have not posted within 60 days of the date the document was initiated (defined as the “entered on date”). On a daily basis, Accounting Services monitors both the parked document list as well as the JV workflow list of documents in process. On a weekly basis, Accounting Services notifies the responsible person of documents that are parked or pending approvals in JVWF (as defined below). A user or users will have received at least 8 such notices by the time Accounting Services deletes the document.

#### Definitions

- **JVWF** – Journal Voucher Work Flow – JVWF is a review and approval process for all journal vouchers initiated in SAP R/3 (R/3).
- **Parked document** – A parked document is a journal voucher (JV) created by a user and saved in R/3. This is a document that has not been COMPLETED (as defined below) through JVWF.
- **Completed document** – A completed document is a JV that is initiated and completed by a user, thus initiating the JVWF approval process based on pre-established criteria for the management center of the originator.
- **Approved document** – An approved document is a JV that has been initiated and COMPLETED and has been sent to an approver for further review. The approver can either *release or refuse* the document. If the JV has correct codes and proper documentation the approver *releases* the JV which does one of two things, 1) the JV moves through the workflow process to the next approver or 2) if no further approvals are necessary, the JV posts to the ledger. If the approver is not satisfied with the validity of the JV, or the supporting documentation or explanation in R/3, the JV should be *refused* thus causing the JV to go back to the initiator to be corrected or deleted.
- **Posted document** – A posted document is a JV that has been completed, approved (if necessary), and posted on the general ledger in R/3.
- **Rejected document** – If a JV is refused, the initiator needs to change the document as instructed and then *complete* it again so that the JV starts the workflow process again.
- **Un-posted document** – Any document “parked” or “completed” that has NOT been posted to the general ledger.

### **Deletion policy for parked documents, not yet completed through JVWF**

Documents will not post to the general ledger in R/3 until they have been “completed” and/or “approved” (as necessary) through the JVWF process. Accounting Services monitors the parked document list via the ZF182 report (this report is also available to the end user as a tool for monitoring documents that have been initiated – see the reports section below). Each Friday, Accounting Services sends an e-mail reminder to users who are on the report. The email reminds the user to ‘complete’ their document(s) so that the document(s) may be “approved” and “posted” through JVWF. If a document is still on the list on the 60<sup>th</sup> day from when it was initiated, Accounting Services will delete the document.

To “Complete” a “Parked” document, please follow these steps:

1. Access the document using the “Change Parked Document” (FBV2) transaction code in R/3
2. Make a change to the document. You MUST make a change to the document in order to “Complete” the document. (Example: Make a change to the header text or the line item text and save)
3. On the menu bar, click on **Document** and Complete.

### **Deletion policy for documents that are in JV Workflow but not yet posted to the general ledger**

Accounting Services monitors the JV workflow document list via the ZF180 report and/or the ZF182 report (these transactions are also available to the end user as a tool for monitoring documents that are in workflow awaiting approval prior to posting – see the reports section below). Each Friday, Accounting Services sends an e-mail reminder to both the initiator of the document and the next approver who needs to approve the JV. If a document is still on the report on the 60<sup>th</sup> day from when it was initiated, Accounting Services will delete the document.

### **R/3 reports for monitoring un-posted documents**

The following transaction types are available to create reports in R/3 to monitor *un-posted* documents:

- ZF180 – This transaction code is used to produce a report that includes all unposted documents in JV Workflow awaiting approval(s).
- ZF181 – This transaction code is used to produce a report that lists completed JVs that have posted to the general ledger.
- ZF182 – This transaction code is used to produce a report that lists parked JVs and JVs in JVWF awaiting approval(s). The output includes a document total and identifies the initiator of the document.
- FBV3 – This transaction code is used to view a list of all parked documents.

Please contact Accounting Services at 668-0834 or 681-2951 if you need further assistance.