

Document Parking



Release 4.6B



Copyright

© Copyright 2000 SAP AG. All rights reserved.

No part of this brochure may be reproduced or transmitted in any form or for any purpose without the express permission of SAP AG. The information contained herein may be changed without prior notice.

Some software products marketed by SAP AG and its distributors contain proprietary software components of other software vendors.

Microsoft®, WINDOWS®, NT®, EXCEL®, Word® and SQL Server® are registered trademarks of Microsoft Corporation.

IBM®, DB2®, OS/2®, DB2/6000®, Parallel Sysplex®, MVS/ESA®, RS/6000®, AIX®, S/390®, AS/400®, OS/390®, and OS/400® are registered trademarks of IBM Corporation.

ORACLE® is a registered trademark of ORACLE Corporation, California, USA.

INFORMIX®-OnLine for SAP and Informix® Dynamic Server™ are registered trademarks of Informix Software Incorporated.

UNIX®, X/Open®, OSF/1®, and Motif® are registered trademarks of The Open Group.

HTML, DHTML, XML, XHTML are trademarks or registered trademarks of W3C®, World Wide Web Consortium, Laboratory for Computer Science NE43-358, Massachusetts Institute of Technology, 545 Technology Square, Cambridge, MA 02139.

JAVA® is a registered trademark of Sun Microsystems, Inc., 901 San Antonio Road, Palo Alto, CA 94303 USA.

JAVASCRIPT® is a registered trademark of Sun Microsystems, Inc., used under license for technology invented and implemented by Netscape.

SAP, SAP Logo, mySAP.com, mySAP.com Marketplace, mySAP.com Workplace, mySAP.com Business Scenarios, mySAP.com Application Hosting, WebFlow, R/2, R/3, RIVA, ABAP, SAP Business Workflow, SAP EarlyWatch, SAP ArchiveLink, BAPI, SAPPHIRE, Management Cockpit, SEM, are trademarks or registered trademarks of SAP AG in Germany and in several other countries all over the world. All other products mentioned are trademarks or registered trademarks of their respective companies.

Icons

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax
	Tip

Contents

Document Parking	5
What is Document Parking?	6
Parking Documents: Overview	7
Parking a Document	9
Changing Parked Documents	10
Deleting Parked Documents	12
Displaying Change Documents	13
Posting Parked Documents	14
Displaying Parked Documents	15
Determining Taxes from Parked Documents	16
Completing the Entries in a Document Using Workflow	17
Workflow Settings for Completing Parked Documents	18
Document Release	19
Document Release: Settings in System Configuration	20
Example of the Document Parking Process with Document Release	22
Amount Release	23
Account Assignment Approval	24
Workflow Settings for Parking and Releasing Documents	25

Document Parking

[What is Document Parking? \[Page 6\]](#)

[Parking Documents: Overview \[Page 7\]](#)

Parking Documents

[Parking a Document \[Page 9\]](#)

[Changing Parked Documents \[Page 10\]](#)

[Deleting Parked Documents \[Page 12\]](#)

[Displaying Change Documents \[Page 13\]](#)

[Posting Parked Documents \[Page 14\]](#)

[Displaying Parked Documents \[Page 15\]](#)

[Determining Taxes from Parked Documents \[Page 16\]](#)

Completing a Parked Document

[Completing the Entries in a Document Using Workflow \[Page 17\]](#)

[Workflow Settings for Completing Parked Documents \[Page 18\]](#)

Releasing a Parked Document

[Document release \[Page 19\]](#)

[Document Release: Settings in System Configuration \[Page 20\]](#)

[The Document Parking Process with Document Release: Example \[Page 22\]](#)

[Amount release \[Page 23\]](#)

[Account assignment approval \[Page 24\]](#)

[Workflow Settings for Parking and Releasing Documents \[Page 25\]](#)

What is Document Parking?

What is Document Parking?

You can use document parking to enter and store (park) incomplete documents in the SAP System without carrying out extensive entry checks. Parked documents can be completed, checked and then posted at a later date - if necessary by a different data entry clerk.

When documents are parked, data (for example, transaction figures) is not updated. The only exception to this is in Cash Management.

The advantage of parking documents is that you can evaluate the data in the documents online for reporting purposes from the moment they are parked, rather than having to wait until they have been completed and posted. For example, amounts from parked invoices can be used for the advance return for tax on sales and purchases. Using payment requests, parked invoices can be paid punctually and without loss of discount.

In contrast to document parking, the *Note incomplete documents* function is merely designed to allow you to interrupt your data entry work on a document and temporarily save the data you have entered so far until you can resume posting. No document number is issued however, and the data so entered is not available for evaluations.

Substitution is not supported in document parking. Substitution takes place via the posting transaction after you generate an accounting document from the parked document.

In addition to the above, document parking is generally subject to the specifications described in the documentation *FI - Document Posting*.

Parking Documents: Overview

What data can you park?

You can park data relating to customer, vendor, G/L and asset accounts. There is an additional fast entry function for G/L accounts. Only acquisitions can be entered for assets, this transaction type is set automatically by the system. Both tax information and special sales can be parked. However, no special sales resulting from bills of exchange or down payments can be parked.

Link to Reporting Functions

Document parking is linked to the account display and reporting functions in Financial Accounting. You can, for example, output parked documents in the document journal.

You can display parked documents in the line item display screen.

You can evaluate payables from parked documents where necessary posting them *en bloc* with program RFPKDB00.

Cross-Company Code Transactions

Cross-company code transactions can also be parked, whereby you should note that a parked document is only created in the initial company code. Several documents are then created when the parked document is posted. You cannot enter a cross-company code document number for cross-company code transactions when using document parking.

Checks

Information entered as part of a parked document is only checked as to whether it exists. Only a few fields - for example the posting key and account number - are required entry fields.

The authorization checks carried out for document parking are basically the same as those made for standard document entry and processing. Instead of the activity "posting", the activity "parking" is required for document parking. This is sufficient to enable you to assign authorizations which differentiate between clerks who only have parking authorization and those who can post documents too.

The required entry fields defined using the field selection strings in the posting key and account are reduced to the status of optional entry fields.

No tolerance checks are carried out.

The system then carries out checks for erroneous entries. You are not, for example, permitted to enter an undefined business area.

If you want, you can have the system check whether a document is complete, for example by checking whether the balance of the document is zero and whether you have made an entry in all the required fields.

Reference Documents and the Account Assignment Model

When parking documents, you can use account assignment models but not reference documents.

Batch Input

Batch input is possible for parked documents.

Parking Documents: Overview

Parking a Document

To park a document, proceed as follows:

1. In the Accounts Payable, Accounts Receivable or General Ledger menu, choose *Document entry* → *Park invoice* (or *Park credit memo*).
2. Enter the document header and line item data.
3. To save the parked document, choose *Document* → *Park*.

You receive a message with the document number. These numbers are assigned in the same way as in the standard document entry function.

When you save a parked document, transaction figures, asset values and control totals are NOT updated, and the system does not generate any automatic postings. No balance checks are made, but the balance is displayed in the parked documents document overview.

Changing Parked Documents

Changing Parked Documents

A parked document can be changed and gradually completed. A large number of header and item fields can be changed during this process, including the amounts. Certain of the values you cannot change are the currency and the company code.

You can make changes to :

- Individual documents
- Individual items
- Several documents simultaneously via a list
- Other values via the line items

The internal system change rules governing document entry are not used in document parking.

To change or further process a parked document, proceed as follows:

1. Choose *Document* → *Parked documents* → *Change* from the *Accounts Receivable*, *Accounts Payable* or *General Ledger* menu.

If you know the document number, enter the company code, document number and fiscal year.

If you do not know the document number, choose *Document* → *List*. In the next screen, enter the appropriate selection criteria. The system generates a list of documents from which you can select the appropriate document.

2. To process the document header, choose *Goto* → *Document header*.

If you want to change an item, first select this item. The fields you can change are highlighted on the screen.

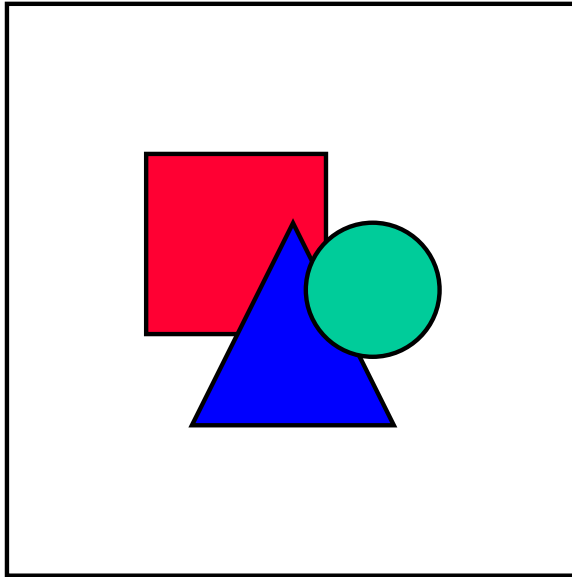
You can add new line items.

You can mark line items for deletion by setting the amounts to zero.

You can change the line layout variants in the document overview by choosing *Settings* → *Line layout*.

3. Save your changes.

Changing Parked Documents



The old document number cannot be reused when changes are made to the document header, for example, to the *posting date* or *fiscal year* (by changing the *posting date*). If you use internal document number assignment, then when a new fiscal year results from changes made to the document header, the document number is changed automatically. If document numbers are assigned externally, you will have to assign a new number yourself.

Deleting Parked Documents

Deleting Parked Documents

You delete a parked document as follows:

1. From the *Accounts Receivable, Accounts Payable or General Ledger* menu, choose *Document → Parked documents → Post/Delete*.
2. If you know the document number, enter the company code, document number and fiscal year and choose `ENTER`.

If you do not know the document number, or if you want to delete more than one document, choose *Document → List*. On the selection screen that follows, enter the appropriate selection criteria. The system then generates a list containing the documents that match this criteria.
3. Select the required document(s) and then choose *Document → Delete*.

You cannot reuse the number of a document that was deleted.

Displaying Change Documents

Changes to parked documents are logged and can be displayed both before and after the document is posted.

Prior to posting, you can display changes to parked documents by choosing *Document* → *Parked documents* → *Display changes* from the *Accounts Receivable*, *Accounts Payable* or *General Ledger* menu. Enter the document number and choose `ENTER`.

The system displays any changes that have been made.

Following posting, you can display changes to documents by choosing *Document* → *Display changes* from the *Accounts Receivable*, *Accounts Payable* or *General Ledger* menu.

You can also have the system display a special list containing all the changes made to parked documents. To do this, choose *Document changes* → *Parked document* from the list of changes to posted documents. The system then branches to a list of the changes made to the document when it was parked. If changes were only made when the document was parked and not once it was posted, the system informs you of this, searches automatically for the changes to the parked document and lists them.

If the number of the document was changed - for example as part of changes to the document header - you can search for the changes made to the document under its original number via the menu path *Document changes* → *Earlier document no..*

Posting Parked Documents

Posting Parked Documents

You can post parked documents either individually or via a list. If you post several parked documents via a list, the system issues a list when you have finished which details which documents were successfully posted.

From this list, you can then carry out any necessary post-processing to parked documents that could not be posted due to missing information such as a cost accounting assignment. You can also create a batch input session to post the parked documents.

The data in parked documents is deleted when they are posted, a document is written to the document database and the appropriate data (transaction figures etc.) is updated. The number of the parked document is transferred to the posted document.

Parked documents are always posted by batch input or using Call Transaction.

Displaying Parked Documents

You can display parked documents either individually, via a list or via the line item display function. To display them with the latter method, you must first select the parameter "Parked documents".

To be able to display parked documents you must be authorized to display posted documents.

You can display changes to parked documents both before and after they have been posted. You can even display the original parked document in cases where the document number has been changed (for example when changes were made to the header data).

Determining Taxes from Parked Documents

Determining Taxes from Parked Documents

You can use the tax amounts determined on the basis of the data in parked documents - for example input tax in Europe, use tax in the USA - to apply in advance to the tax authorities for any tax receivables that are due to you. To do so, select the following from the *General Ledger* menu: *Periodic processing* → *Info.system* → *Reporting* → *Document evaluation*.

Completing the Entries in a Document Using Workflow

In the SAP R/3 System, documents that are incomplete can be parked, and then gradually completed with addition of information originally missing. Every time an incomplete document is parked, a “workflow” is initiated. This workflow contains only one task: “complete”. This task is allocated to all users whose job it is to complete the entries in a document. When the workflow is triggered, these users receive a message to this effect and can then proceed to change the parked document (by making the required entries). This message can then be forwarded to other employees to complete the document. The message stays in the inbox of every user concerned until one of them marks the document ‘complete’.

Workflow Settings for Completing Parked Documents

Workflow Settings for Completing Parked Documents

Workflow Model for Completing Documents

There is a workflow model in the system (WS00400004) for completing parked documents. In order to use this in your active clients, you must copy it there using the tools in the workflow workbench.

Event Link for the Event CREATED

If you want to use a workflow to complete parked documents, you must create an event link for the event CREATED in the workflow workbench. The following overview shows the entries you need to make:

Data for Event Link

Object type	FIPP
Event	CREATED
Receiver type	WS00400004
Receiver module	SWW_WI_CREATE_VIA_EVENT

Check Function

Receiver type	FM(function module)
disabled	X
enabled	X

Standard Task for Completing a Document

Users who want to complete parked documents must be allocated the task “Complete parked document” (TS00407848). To do this, create the organizational object in Personnel Planning and Development using the workflow workbench. You then allocate the relevant users and the above-mentioned standard task to this object.

Document Release

The FI system provides a document release function in conjunction with the new workflow components. For more information on SAP Workflow, refer to the *WF SAP Business Workflow* documentation.

Before you can use the document release function, you must first make the appropriate settings in the configuration menu. The following sections describe how to do this.

Within document release, we distinguish between **amount release** and **account assignment approval**. You can define from which amount a document should be released.

If you have defined a special release procedure within the workflow function to govern how the account assignment approval should take place, you can define this procedure for each workflow variant you use. You can also specify the minimum amount necessary to trigger a release. If a document is to be released, the appropriate person with release authorization receives a message in his/her inbox to this effect and can then display the document and subsequently release it or refuse release.

Document Release: Settings in System Configuration

Document Release: Settings in System Configuration

Before you can use document parking and release in the FI component, you must make certain settings in the SAP Workflow component. These are described in [Workflow Settings for Parking and Releasing Documents \[Page 25\]](#)

If you want certain parked documents to be subject to a release process before being posted, you must specify this in the *Financial Accounting Configuration* screen. To do so, make the following specifications:

- Create Workflow variants
Create a workflow variant. Allocate this variant to a workflow model for account assignment approval. You must also specify whether the document release function is active and from which amount this is necessary.
- Assign Workflow variants to a company code
You can also allocate company codes to workflow variants. If a company code is not assigned to a workflow variant, the document release process cannot be used. To find out more information on this, consult the *Financial Accounting Implementation Guide [Ext.]* under the activity *Allocate company code to workflow variant for document parking*.

You must make the following additional specifications for the amount release function:

- Release approval groups
Define these in the customer and vendor master records.
To find out how to define release approval groups, refer to the *Financial Accounting Implementation Guide* under the activity *Define release approval groups for document parking*.
- Release approval paths
These specify to whom is the document sent for amount release, completion or full release, on the basis of document type and release approval group.
To find out how to define release approval paths, refer to the *Financial Accounting Implementation Guide* under the activity *Define release approval paths for document parking*.
- Release approval procedure
This is determined on the basis of release approval paths and the amount to be approved for release, and consists of a one or more level release (e.g. dual control).
To find out more information on this, consult the *Financial Accounting Implementation Guide* under the activity *Allocate release approval procedures for document parking*.
- Persons with release authorization, defined on the basis of release approval paths, release approval level and the amount in question.
- Fields which should cause the release to be canceled if they are changed
Here you can specify, for example, that after an amount has been changed, the whole release procedure must be restarted.

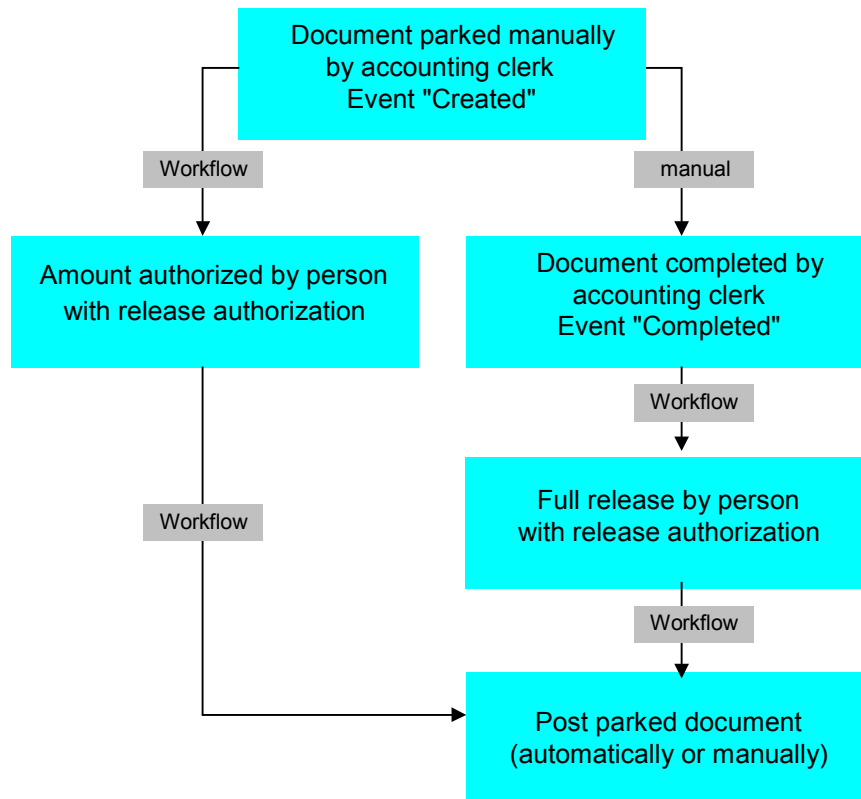
For more information on this topic, refer to the *Financial Accounting Implementation Guide* under the activity *Park document*.

Document Release: Settings in System Configuration

Example of the Document Parking Process with Document Release

Example of the Document Parking Process with Document Release

The following graphic shows an example of the document parking process in conjunction with the document release facility. A document is first parked by a data entry clerk, then sent to the person responsible for authorizing payment amounts to vendors. Next the document may be returned to the clerk for completion of data entry. Finally, the document is passed on to the person responsible for account assignment approval. He releases the account assignment and this in turn triggers the posting.



The above diagram depicts the standard procedure and does not cover special scenarios. Examples of special scenarios are:

- The parked document is deleted
- Following release, a document is changed, and must therefore be re-released

The release is refused and the document is corrected and then released again.

Amount Release

Amount is triggered when the document is first parked.

You can distinguish between a one, two or three level amount release by allocating a “sub-workflow” to it in the configuration menu. This would determine whether one, two or three people are required to release the document (based on the amount). This ensures that the principle of dual or even triple control is duly observed.

The release authorization procedure used can be defined in Customizing, based on the workflow variant, document type, and the amount in question. The amount of a parked document is the largest line item for customers or vendors or the debit or credit balance. You must define the users authorized to release amounts. To assist you in this process, you can create release groups which can then be entered in the customer and vendor master records. In Customizing, you can allocate different levels of release authorization based on organizational objects (job. position, organizational unit). depending on authorization groups, document type, amount, release approval level. You can also use “user exits” to determine and allocate other release authorizations.

Account Assignment Approval

Account Assignment Approval

The account assignment procedure is not triggered until the user has finished all necessary data entry and confirmed this in the parked document. This account assignment procedure applies to all organizational objects (e.g. job, position, organizational unit) that were allocated to this release step. For example, the employees in Personnel Planning and Development with release authorization may be allocated to cost centers and the document may have to be released by all of them. In addition to this users can use user exits to determine and allocate other release authorizations. If no employees with release authorization have been allocated, the account assignment approval is not carried out.

If all the necessary amount releases and account assignment procedures have occurred, the document can be posted. If release is refused, the document is returned to the clerk who entered it in the first place so that he can effect the necessary changes. Once it has been changed, the document is subject to both release procedures once again. If data in the document that affects its release eligibility has been changed, all releases so far issued are canceled and the release procedure started again from scratch. When configuring your system you define the changes that affect release eligibility during system configuration, where you also specify which changes are to result in cancellation of the document release status.

Workflow Settings for Parking and Releasing Documents

Workflow Models for Document Parking and Release

Several Workflow models are provided in the system for document parking; a Workflow framework (WS10000051) and five sub-workflows. In the Financial Accounting Configuration menu, you can set which sub-workflow model should be used by the workflow framework at the time of the program run. You can also define your own sub-workflows while in this menu, providing that they send and receive the same data from the workflow framework as the sub-workflow models do.

If you want to use the standard sub-workflow models for multi-level amount release (WS10000052, WS10000053, WS10000054), you can define between one and three levels for amount release in your system. Should you want more than three release levels, copy the workflow models for amount release and then expand them. If are not working with amount release, you can use a dummy sub-workflow model (WS20000006). The fourth standard sub-workflow (WS10000055) can be used for account assignment approval.

To be able to use the workflow models in your active client, you must first copy them there using the workflow workbench tools provided for this purpose.

Event-Linkage for the CREATED Event

If you require a release for a parked document, the event CREATED is triggered.

In the Workflow workbench, enter the event link in the Workflow framework. You should enter the data as shown in the table below:

Data for the Event Link

Object type	FIPP
Event	CREATED
Receiver type	WS10000051
Receiver function module	SWW_WI_CREATE_VIA_EVENT

Check Function

Receiver type	FB
disabled	X
enabled	X

Standard Tasks for Document Parking and Release

There are three standard workflow tasks for document parking in the system, which can be triggered from the workflow inbox and used in the workflow models.

- Amount release
- Account assignment procedure
- Changing a parked document after the release has been refused

Workflow Settings for Parking and Releasing Documents

You can search for this task via the short name "FIPP".

Creating and Allocating Organizational Objects for Document Release

The organizational objects (organizational units, jobs, positions) can be created either in Personnel Planning and Development, using the workflow workbench tools or in the *Financial Accounting Configuration* menu (people with release authorization).

If you create organizational units, you must allocate jobs or positions to them. You can then allocate users to the positions.

Examples of Allocations:

Organizational unit X → Position Y → User

Organizational unit X → Job Y → Position Z → User

In the *Financial Accounting Configuration* menu you can allocate organizational objects to release approval paths, authorization levels and workflow variants; these objects can release documents, based on the criteria defined in the paths and levels.

The organizational objects determining amount release (defined in the *Financial Accounting Configuration* menu) are **automatically** allocated (in the background) to the standard 'amount release' task.

The organizational objects for account assignment procedure and for changing parked documents must be manually allocated to the appropriate standard tasks, either in Personnel Planning and Development or in the Workflow workbench. Despite this, you can still define the 'Change' task as a general task (*Additional data → Classification*).

If you want to use account assignment procedure, you must allocate the appropriate organizational objects to a cost center or the SAP G/L account organizational object BUS3006SKB1 in Personnel Planning and Development.