Delete a Parked Document

At times, certain parked or completed documents should not be posted and need to be removed from the data base. The delete function can be used on these documents. Once the delete function is performed, the document is blanked out and the document number that was reserved cannot be reused.

There are two ways to delete a parked or completed document. One way is via a Delete Parked Document transaction on the User Menu (formerly known as Post Parked Document). The other way is to choose the Delete option when processing a rejected document.
Delete a Parked Document – FBV0

Via User Menu: Financials → Financial Documents → Delete Parked Document

On the Post Parked Document: Initial Screen:

Note: Although the screen titles for this transaction state “Post Parked Document”, this transaction can only be used to delete a parked document (including completed documents).

1. Enter the Company Code.
2. Enter the Document number.
3. Enter the Fiscal year.
4. Click on the Enter button or press Enter to display the Post Parked Document: Overview screen.

Note: If the document number is not known, click on the List button or press F5 to display the List of Parked Documents screen. Follow the instructions per steps 6-13 in the previous section titled Display a Parked Document. Select the document number to change per the list and proceed to the next step on the next page.
Delete a Parked Document (cont.)

On the Post Parked Document: Overview screen:

5. Review the parked document to make sure this is the document to be deleted.

6. Follow the menu path given below to display the Delete Parked Document dialog box: Document → Delete

7. In the Delete Parked Document dialog box (above), click on the Yes button unless otherwise desired.

To Exit the Transaction

8. To exit the transaction, click on the Exit button (Shift+F3) until the initial SAP screen is displayed.